

USER MANUAL

Financial Monitoring and Planning - Sales & Stock

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

This module provides effective tools for stock management. Functions are available for recording purchase, sales and write-off stock items, such as exercise books and school uniforms. By means of costing method, it enables valuation of stock. Enquiry and Report functions can provide details of stock movement in quantity and valuation. To cope with Bookkeeping Module, it also has Pre-Year End and Year End process.

Sales and Stock Module in FMP provides the following functions:

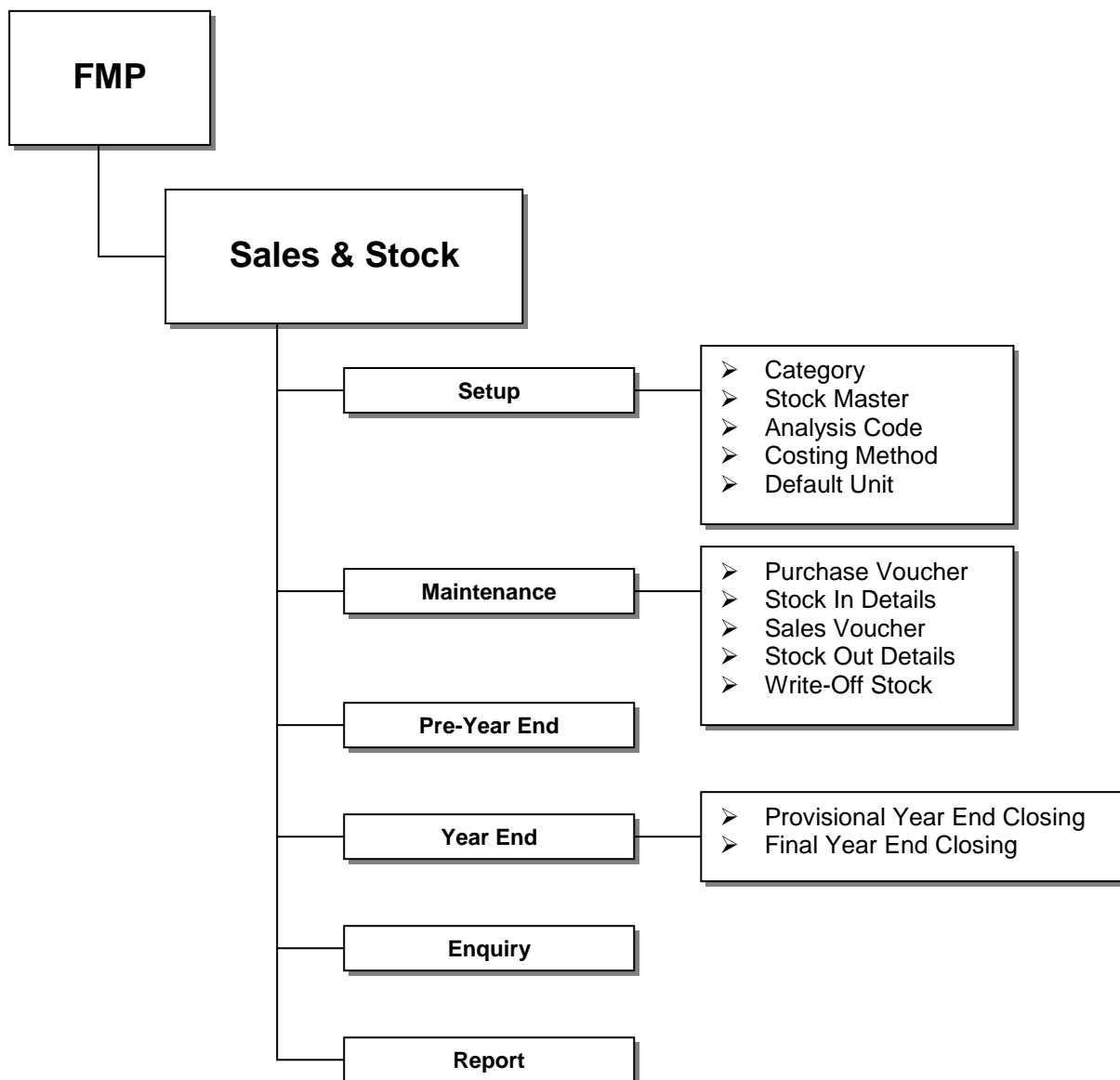
- Setup
 - Category
 - Stock Master
 - Analysis Code
 - Costing Method
 - Default Unit
- Maintenance
 - Purchase Voucher
 - Stock In Details
 - Sales Voucher
 - Stock Out Details
 - Write-Off Stock
- Pre-Year End
- Year End
 - Provisional Year End Closing
 - Final Year End Closing
- Enquiry
- Report

The following are some of the features of Sales and Stock Module.

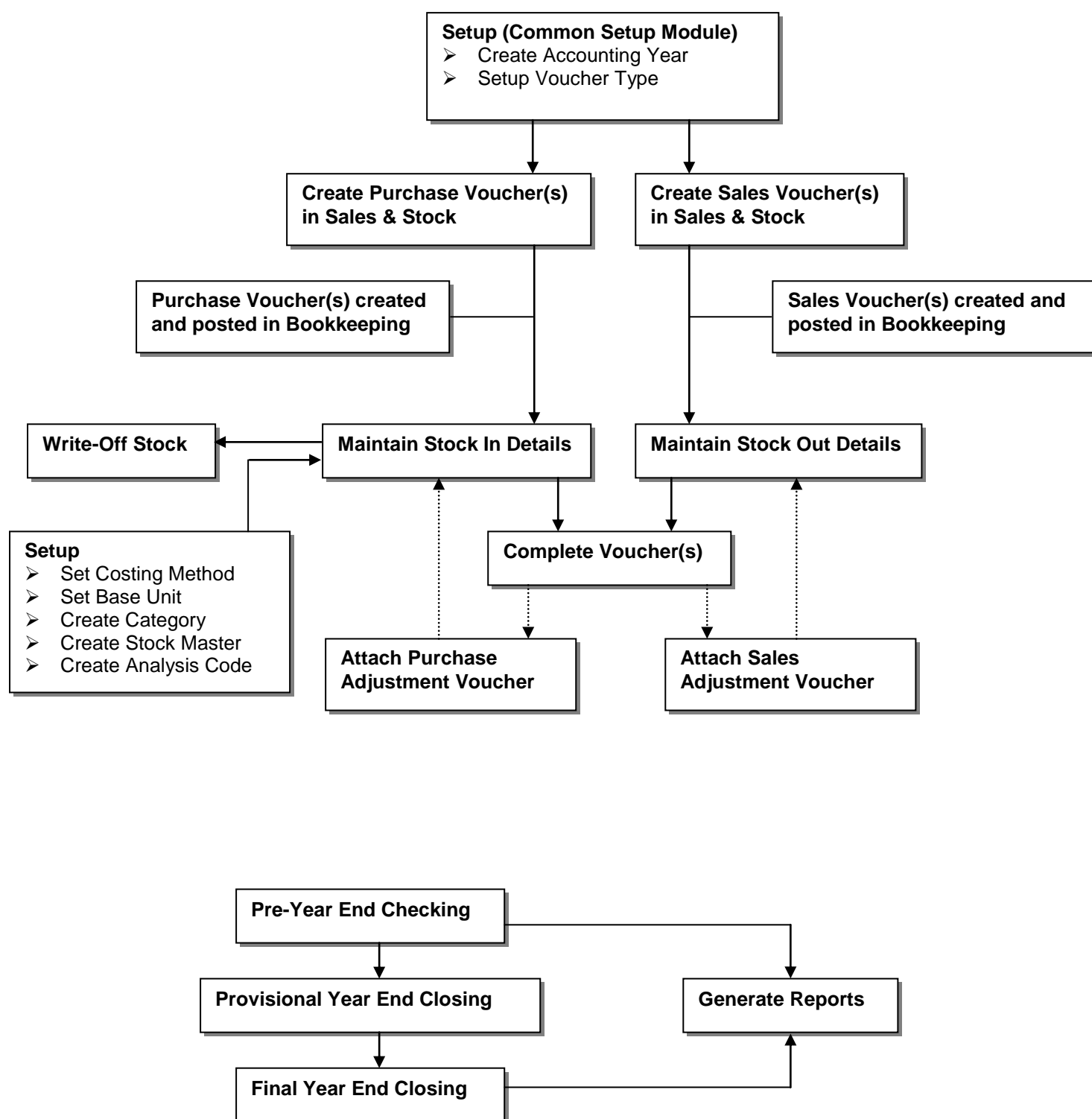
- a. Users may choose to use Sales and Stock Module only or with any other FMP modules.
- b. Users can create a new stock category, which is used to bundle a group of stock master records with similar nature.
- c. Users can create a new stock master record, which is used to identify stock items in Stock In / Out Details. A good categorization of different stock master will facilitate the filtering of stock master in purchase and sales transactions.

- d. Users can create a new stock analysis code, which is used to characterize stock master records and facilitate users to fine tune the searching criteria in all online enquiry and reports.
- e. There are 3 costing methods available in the system, namely First In First Out, Last In First Out and Weighted Average. Users can set the costing method of any opened accounting year. Specified costing method will be applied to all sales and stock activities as default value to compute the profit and loss of all the sales and stock activities for that particular accounting year.
- f. Users can define the default base unit for the creation of stock master in the system.
- g. Users can create purchase and sales voucher under Sales and Stock Module, which contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount.
- h. Purchase voucher is used to capture and register purchased stock items in Stock In Details. Users can register Stock In Details on any incomplete purchase voucher.
- i. Sales voucher is used to capture and register sold stock items in Stock Out Details. Users can register Stock Out Details on any incomplete sales voucher.
- j. Users can write-off purchased stock items if stock items is broken, loss or no longer functioning. Batch write-off and partial write-off are available in the system.
- k. Users can enquire all purchase, sales and write-off transactions of stock items in the system.
- l. Pre-year end and provisional year-end checking are available for users to check the feasibility of processing year-end closing.
- m. Pre-year end reports will be generated for users to ensure the stock details are correct before proceeding final year-end closing.
- n. Users can select any opened accounting year in Sales and Stock Module for final year-end closing. After an accounting year is final closed, year-end reports will be generated for recording purpose.

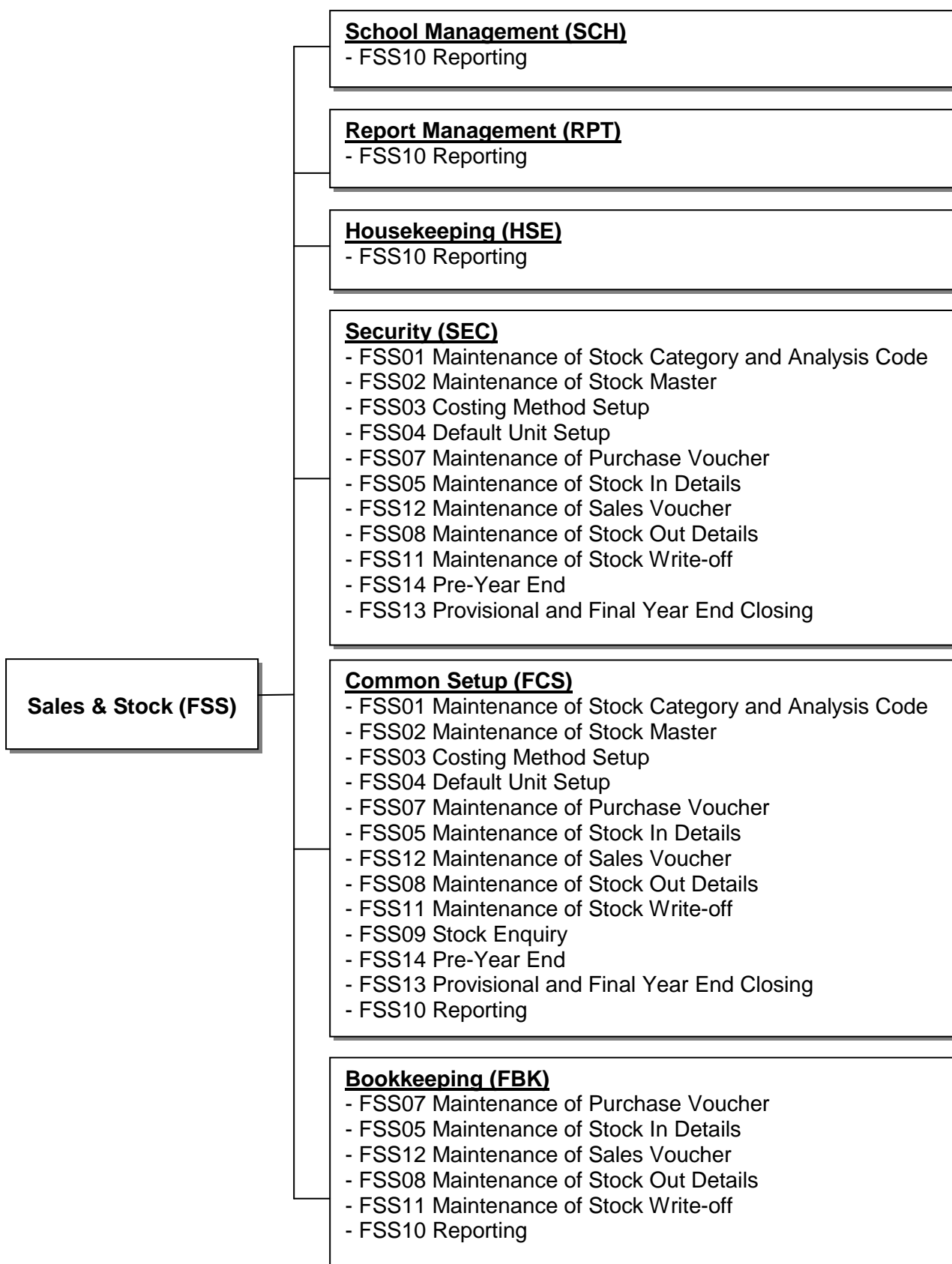
1.2 Function Chart



1.3 Flow Diagram



1.4 Interactions with other modules



FSS01 – Maintenance of Stock Category and Analysis Code

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete stock category and analysis code.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS02 – Maintenance of Stock Master

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete stock master.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS03 – Costing Method Setup

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to update costing method.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.
 - Accounting Year is created.



FSS04 – Default Unit Setup

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to update base unit.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS07 – Maintenance of Purchase Voucher

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete purchase voucher.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.
 - Accounting year is created.
 - Voucher type exists.



FSS05 – Maintenance of Stock In Details

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete stock in details.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS12 – Maintenance of Sales Voucher

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete sales voucher.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.

- Accounting year is created.
- Voucher type exists.



FSS08 – Maintenance of Stock Out Details

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete stock out details.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS11 – Maintenance of Stock Write-off

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to add/update/delete stock write-off records.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS09 – Stock Enquiry

- Security (SEC)
 - Check access rights to enquire purchase, sales and write-off history.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.



FSS14 – Pre-Year End

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to perform pre-year end checking.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.
 - Accounting year is created.



FSS13 – Provisional and Final Year End Closing

- Security (SEC)
 - Insert audit trail to Security.
 - Check access rights to perform provisional and final year-end closing.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.
 - Accounting year is created.



FSS10 – Reporting

- School Management (SCH)
 - Retrieve school name from School Management.
- Report Management (RPT)
 - Retrieve report template from Report Management.
- Housekeeping (HSE)
 - Retrieve school level and session descriptions from Housekeeping.
- Common Setup (FCS)
 - Sales and Stock Module is set to be effective.
- Security (SEC)
 - Check access rights to preview & print / save report to file.

2 Operation Procedures

2.1 Setup

2.1.1 Category

Add Category



Function Description

This function allows users to create a new stock category. A stock category is used to bundle a group of stock master records with similar nature or property. For example, it may have a category “Exercise Book”, which contains stock code records “Single Line Book” and “Double Line Book”. Every stock code will be categorized under a category to facilitate the filtering of stock master records when performing maintenance of Stock In Details and Stock Out Details.



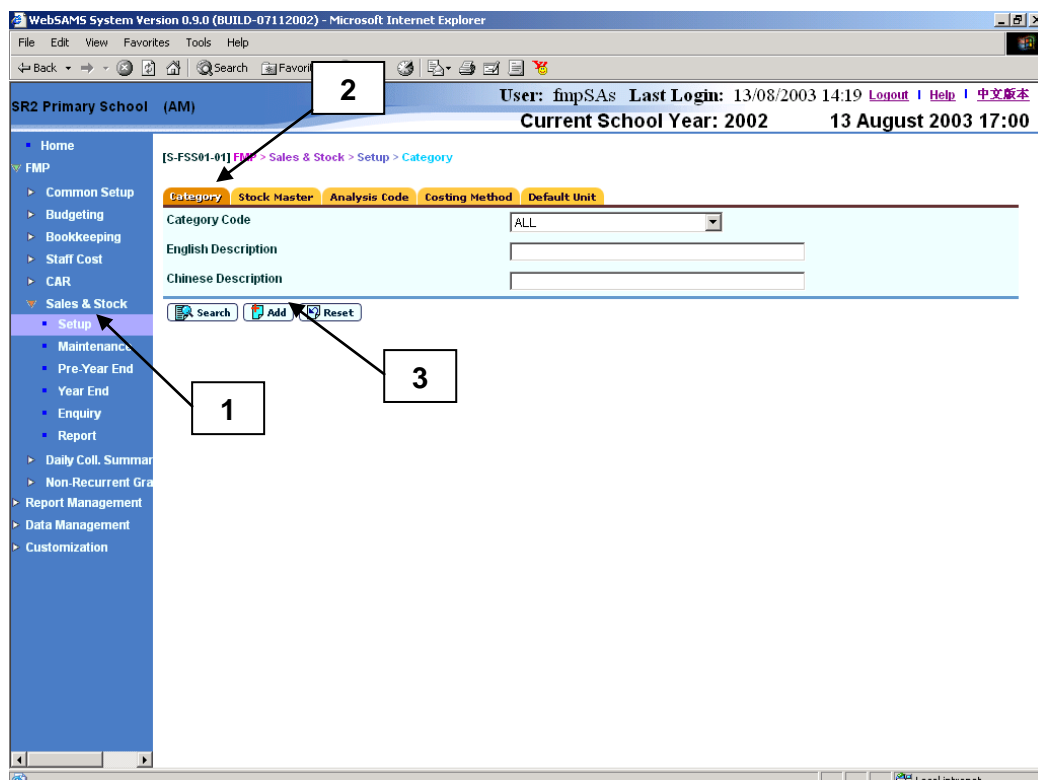
Pre-requisites

1. Category record does not exist in the system.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Category]** tab.
3. Click **[Add]** button. A page with 5 blank lines will be displayed. Users may enter one or more new category information.



4. Fill in the information.
5. Click **[Save]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 14:47 Logout Help 中文版本
Current School Year: 2002 September 2003 15:20

[S-FSS01-04] FMP > Sales & Stock > Setup > Category

Category Code	English Description	Chinese Description
EXBK	Exercise Book	練習簿
BKST	Books and Stationery	課本及文具
SCUR	School Uniforms	校服

Save Back



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new category is saved.



Notes

1. Category Code, English Description and Chinese Description are mandatory fields and they are required to be entered.
2. At most 5 new category records can be added at the same time.
3. By default, effective status of all newly created Category Codes will be set to "Active". Users may "Inactive" a Category Code by the update function provided. (Please refer to Update Category)
4. Category Code with "Active" effective status will be available for selection in the drop-down list box of Category when adding / editing Stock Code.
5. If users have converted Stock Category from Stock Ledger of SAMS, please read the following data conversion rule:
 - Ledger Code in SAMS with a '0' inserted after the second digit is converted to Category Code in WebSAMS.

For example:

In SAMS, before Data Conversion

Ledger Code	English Description	Chinese Description
561	Stock of Books and Stationery	書簿及文具存貨
562	Stock of School Uniforms	校服存貨
563	Stock of Tuckshop Items	小賣部物品存貨

In WebSAMS, after Data Conversion

Category Code	English Description	Chinese Description
5601	Stock of Books and Stationery	書簿及文具存貨
5602	Stock of School Uniforms	校服存貨
5603	Stock of Tuckshop Items	小賣部物品存貨

Update Category



Function Description

This function allows users to update an existing category. Users may change the description and effective status of the category. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting a category to “Inactive”, this category cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of category to “Inactive” if the category is no longer in use.



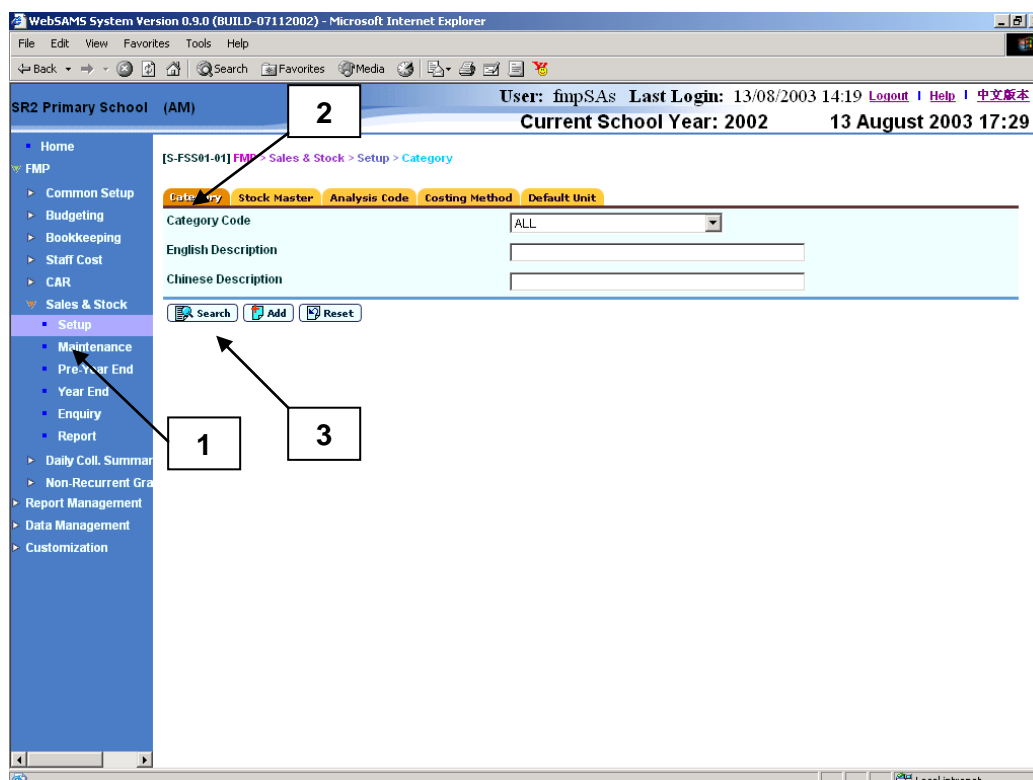
Pre-requisites

1. Category record must exist.



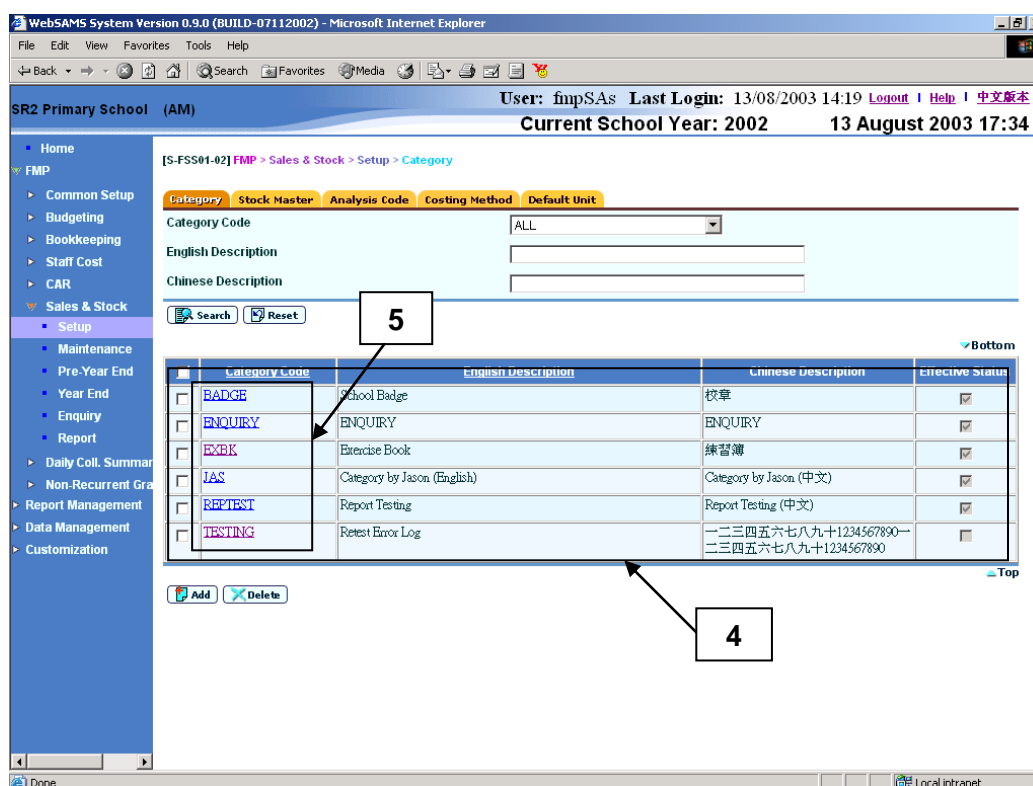
User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Category]** tab.
3. Enter the search criteria and click the **[Search]** button to search for category records.



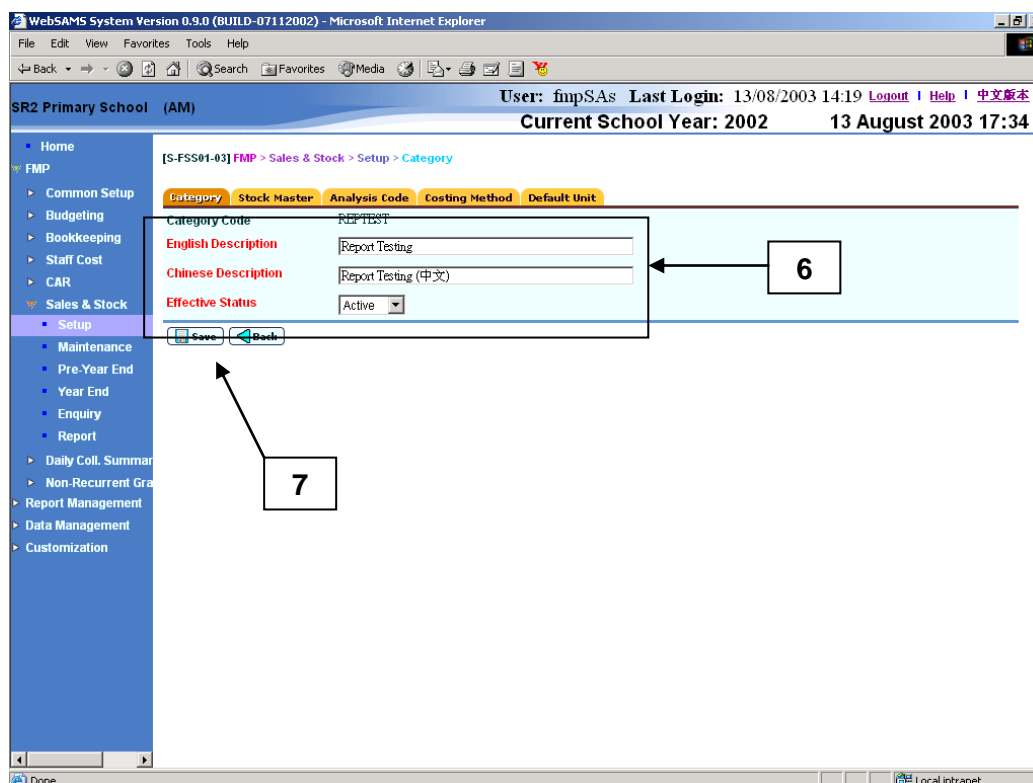
4. A list of matched category records is shown.

5. Click **Category Code** hyperlink to view / edit a category record.



6. Update the information.

7. Click **[Save]** button.



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Record updated successfully”, the information of the category is saved with the updated details.



Notes

1. English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
2. Category Code with “Active” effective status will be available for selection in the drop-down list box of Category when adding / editing Stock Code.

Delete Category



Function Description

This function allows users to delete existing category records. However, if any stock master record has been categorized under a category, users are not allowed to delete this category. Users may consider setting the effective status of the category to “Inactive” if the category is no longer in use.



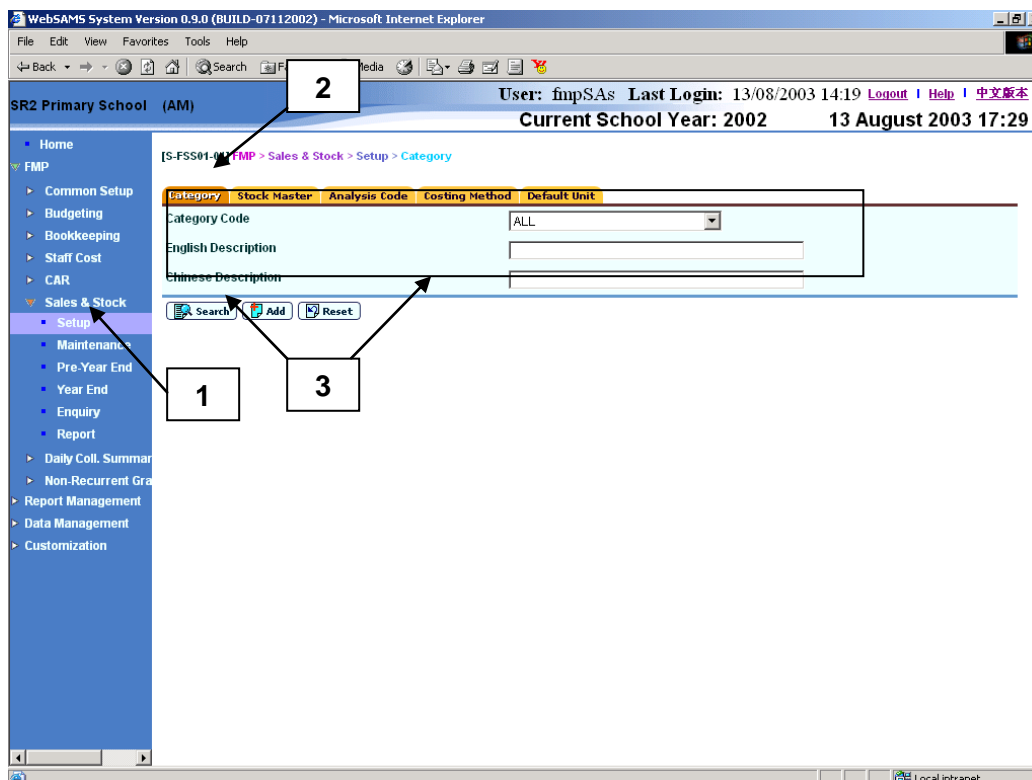
Pre-requisites

1. Category record must exist.

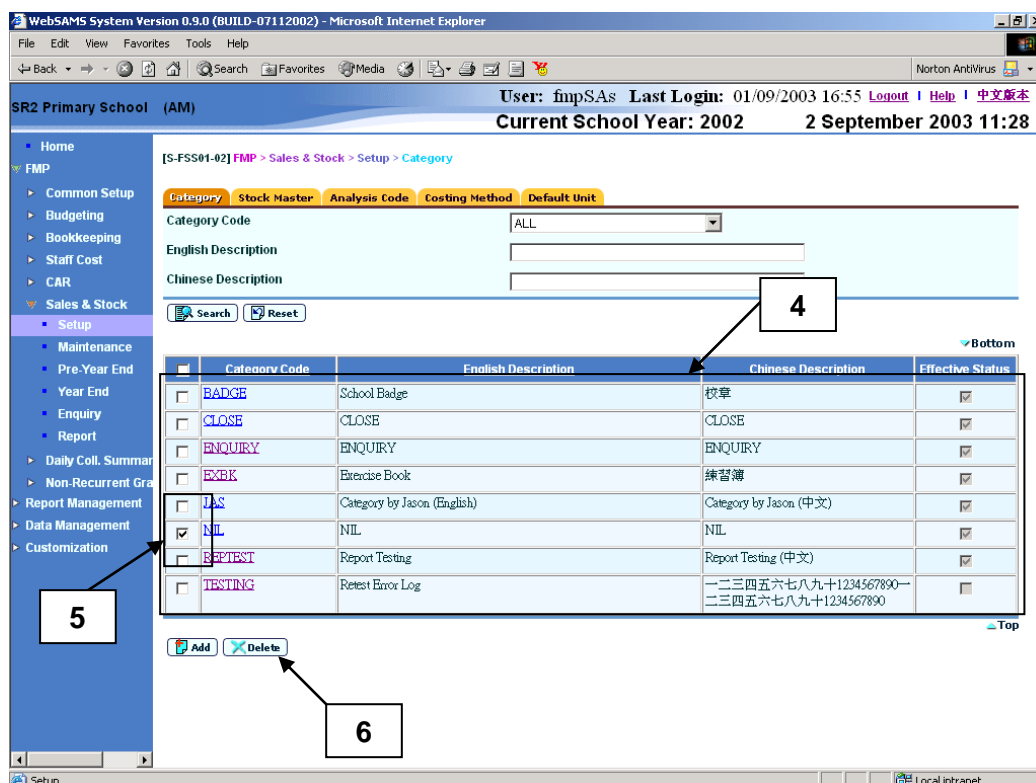


User Procedures

1. Click **[FMP] → [Sales & Stock] → [Setup]** from the left menu.
2. Click **[Category]** tab.
3. Enter the search criteria and click the **[Search]** button to search for category record.



4. A list of matched category records is shown.
5. Select the checkbox next to **Category Code** to be deleted. Users can select one or more category records to be deleted at the same time.
6. Click **[Delete]** button and confirm the operation.



Post-effects

- To delete existing Category Code(s), users can select one or more categories from the search result list and click the **[Delete]** button. The system will check to ensure that there is no stock master record categorized under the selected Category Code(s) and then prompt for confirmation. Once confirmed, the system will delete the selected Category Code(s) from the list.



Notes

- Deletion of the stock category is not allowed if any stock master record with this stock category exists. An error message will be prompted and the "Delete" action will be aborted.

2.1.2 Stock Master

Add Stock Code

Function Description

This function allows users to create a new stock code. A stock code is a stock item or goods, which will be categorized under a stock category for stock management. For example, it may have stock code records “Single Link Book” and “Double Line Book”, which are categorized under the stock category “Exercise Book”. Stock code is required to identify the purchase / sales stock item when filling in Stock In / Out Details.



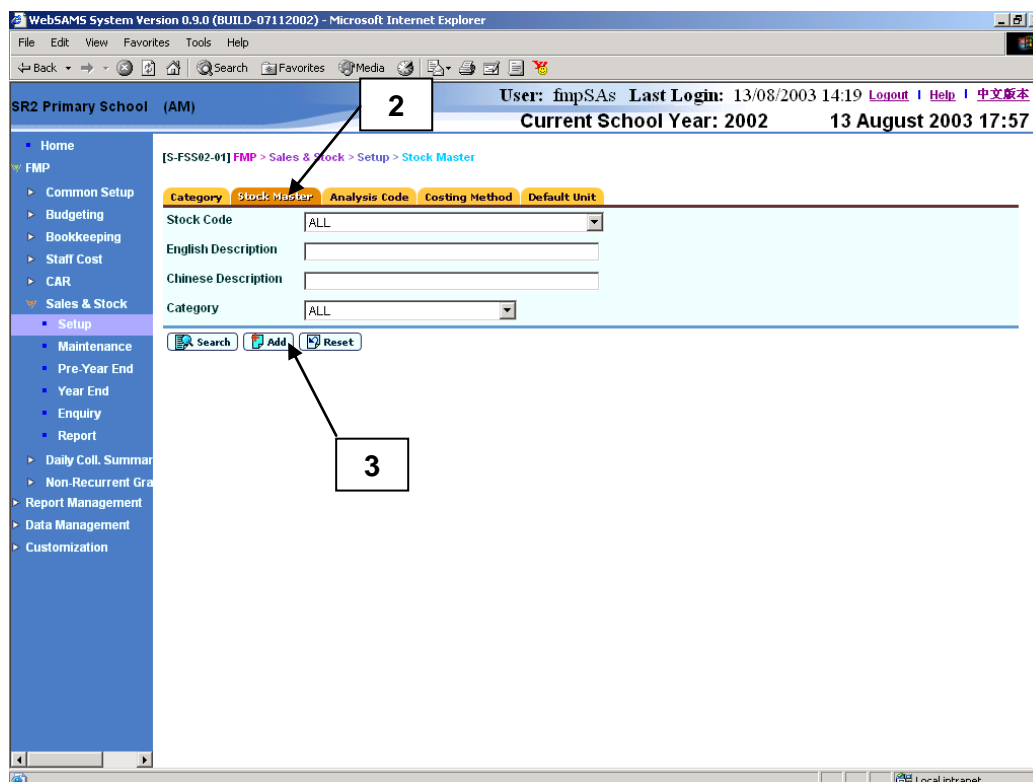
Pre-requisites

1. Stock code does not exist in the system.
2. Category codes have been set up.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Stock Master]** tab.
3. Click **[Add]** button. **Add Stock Master** page will be displayed.



4. Fill in the information.
5. Click **[Save]** button.

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File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 14:47 Logout Help 中文版本

Current School Year: 2002 19 September 2003 15:25

[S-FSS02-04] FMP > Sales & Stock > Setup > Stock Master

Category	Stock Master	Analysis Code	Costing Method	Default Unit
Stock Code	EB0001			
English Description	Single Line Book			
Chinese Description	單行簿			
Category	EXBK - Exercise Book			
Base Unit	UNIT			
Effective Status	Active			

Save Back

4

5



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new stock code is saved.



Notes

1. Stock Code, English Description, Chinese Description, Category, Base Unit and Effective Status are mandatory fields and they are required to be entered.
2. Every stock code will have a Base Unit. Depending on the value users set in **[Sales & Stock] → [Setup] → [Default Unit]**, it will become the default base unit when creating stock code record. Users are allowed to change the Base Unit for every stock code.
3. Stock Code with "Active" effective status will be available for selection in the drop-down list box of Stock Code when adding / editing Stock In Details.
4. If users have converted Stock Code from Stock Item of SAMS, please read the following data conversion rule:
 - Stock Item in SAMS is converted to Stock Code in WebSAMS.

For example:

In SAMS, before Data Conversion

Stock Item	English Description	Chinese Description
001	Badges	校章
002	Student Handbook	學生手冊
003	File-Bag	膠文件袋

In WebSAMS, after Data Conversion

Stock Item	English Description	Chinese Description
001	Badges	校章
002	Student Handbook	學生手冊
003	File-Bag	膠文件袋

Update Stock Code



Function Description

This function allows users to update an existing stock code. Users may change stock code information and effective status. Updated information will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting a stock code to “Inactive”, this stock code cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of stock code to “Inactive” if the stock code is no longer in use.



Pre-requisites

1. Stock Code record must exist.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Stock Master]** tab.
3. Enter the search criteria and click the **[Search]** button to search for stock records.

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SR2 Primary School (AM) User: fmpSAs Last Login: 29/08/2003 16:22 Logout | Help | 中文版本
Current School Year: 2002 30 August 2003 12:56

[S-FSS02-01] FMP > Sales & Stock > Setup > Stock Master

Category Stock Master Analysis Code Costing Method Default Unit

Stock Code ALL

English Description

Chinese Description

Category ENQUIRY - ENQUIRY

Search Add Reset

4. A list of matched stock records is shown.

5. Click **Stock Code** hyperlink to view / edit a stock record.

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SR2 Primary School (AM) User: fmpSAs Last Login: 29/08/2003 16:22 Logout | Help | 中文版本
Current School Year: 2002 30 August 2003 12:54

[S-FSS02-02] FMP > Sales & Stock > Setup > Stock Master

Category Stock Master Analysis Code Costing Method Default Unit

Stock Code ALL

English Description

Chinese Description

Category ENQUIRY - ENQUIRY

Search Reset

Stock Code	English Description	Chinese Description	Category	Effective Status
DUMMY1	DUMMY1	DUMMY1	ENQUIRY	<input checked="" type="checkbox"/>
ENQUIRY1	ENQUIRY1	ENQUIRY1	ENQUIRY	<input checked="" type="checkbox"/>
ENQUIRY2	ENQUIRY2	ENQUIRY2	ENQUIRY	<input checked="" type="checkbox"/>
ENQUIRY3	ENQUIRY3	ENQUIRY3	ENQUIRY	<input checked="" type="checkbox"/>
ENQUIRY4	ENQUIRY4	ENQUIRY4	ENQUIRY	<input checked="" type="checkbox"/>
ENQUIRY5	ENQUIRY5	ENQUIRY5	ENQUIRY	<input checked="" type="checkbox"/>

Add Delete

6. Update the information.

7. Click **[Save]** button.

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File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 29/08/2003 16:22 Logout | Help | 中文版本

Current School Year: 2002 30 August 2003 12:57

[S-FSS02-03] FMP > Sales & Stock > Setup > Stock Master

Category Stock Master Analysis Code Costing Method Default Unit

Stock Code ENQUIRY1

English Description ENQUIRY1

Chinese Description 查詢一

Category ENQUIRY - ENQUIRY

Base Unit UNIT

Effective Status Active

Save Back

6

7



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the stock code is saved with the updated details.



Notes

1. English Description, Chinese Description, Category, Base Unit and Effective Status are mandatory fields and they are required to be entered.
2. Stock Code with "Active" effective status will be available for selection in the drop-down list box of Stock Code when adding / editing Stock In Details.

Delete Stock Code



Function Description

This function allows users to delete existing stock codes. However, users are not allowed to delete a stock code with purchase, sales or write-off details. Users may consider setting the effective status of stock code to "Inactive" if the stock code is no longer in use.



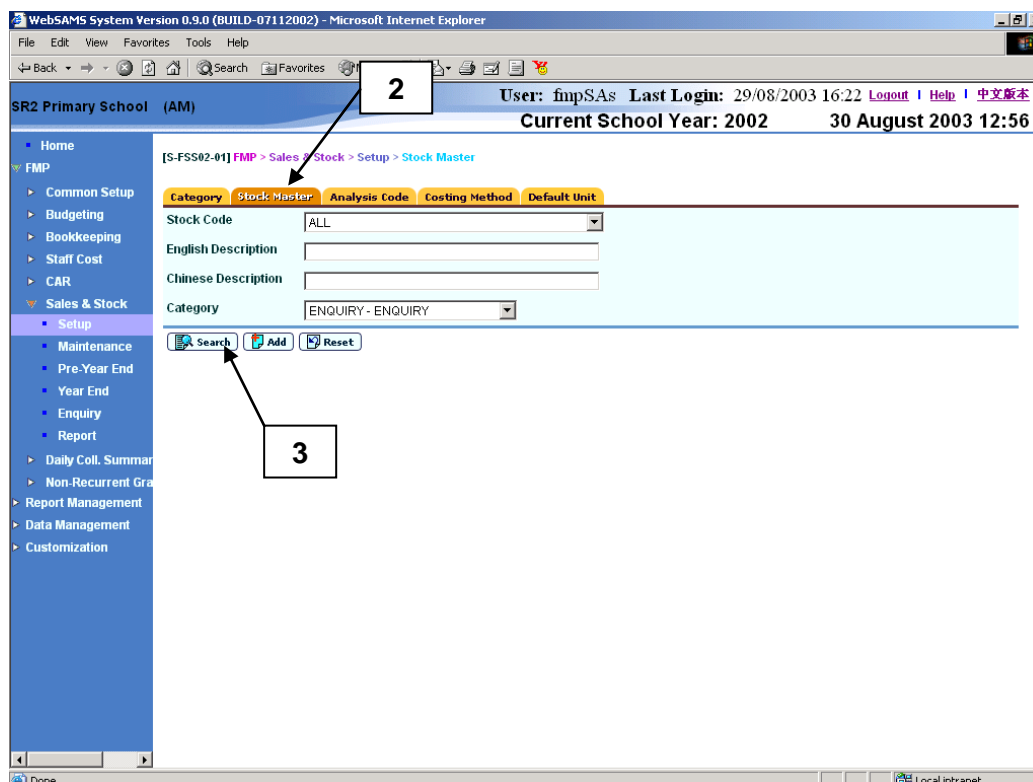
Pre-requisites

1. Stock Code selected for deletion is not referenced in any purchase, sales or write-off details.

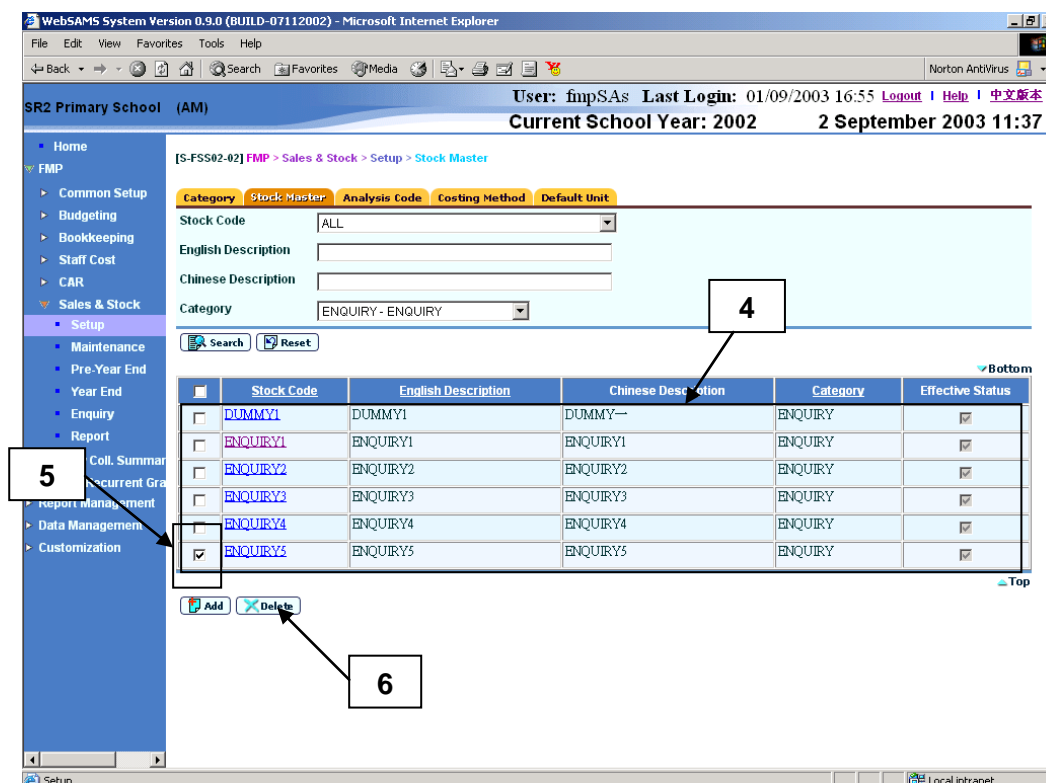


User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Stock Master]** tab.
3. Enter the search criteria and click the **[Search]** button to search for stock records.



4. A list of matched stock records is shown.
5. Select the checkbox next to **Stock Code** to be deleted. Users can select one or more stock code records to be deleted at the same time.
6. Click **[Delete]** button and confirm the operation.



Post-effects

1. To delete existing Stock Code(s), users can select one or more stock codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no purchase, sales and write-off activities with the selected Stock Code(s) and then prompt for confirmation. Once confirmed, the system will delete the selected Stock Code(s) from the list.



Notes

1. Deletion of the stock code is not allowed if any Stock In Details with this stock code exists. An error message will be prompted and the "Delete" action will be aborted.

2.1.3 Analysis Code

Add Analysis Code

Function Description

This function allows users to create a new analysis code. An analysis code is used to characterize stock master records and facilitate users to fine tune the searching criteria in all online enquiry and reports. For example, it may have stock master records “Single Line Book” and “Double Line Book”, which are under the same category “Exercise Book”. To distinguish both “Single Line Book” and “Double Line Book” for different level of usage, users may create analysis codes “Junior Form” and “Senior Form”. In this case, both “Junior Form” and “Senior Form” can be used to characterize “Single Line Book” and “Double Line Book”. However, it is optional for users to use analysis code. In that case, stock master records should be clear enough to be distinguished.



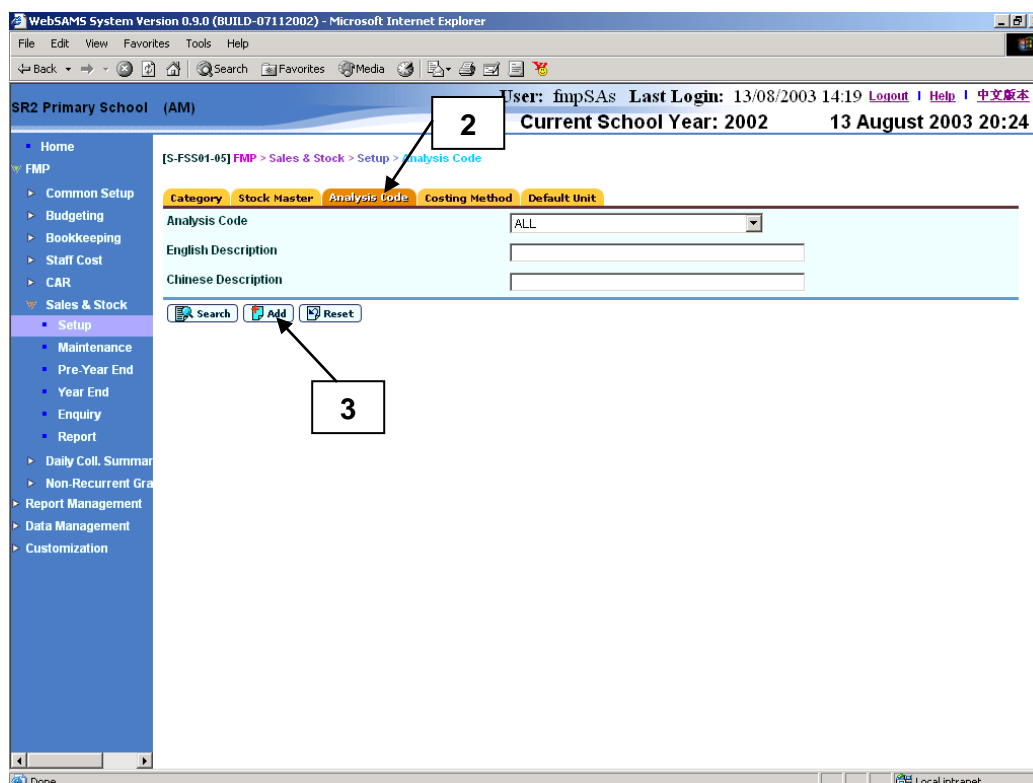
Pre-requisites

1. Analysis Code does not exist in the system.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Analysis Code]** tab.
3. Click **[Add]** button. A page with 5 blank lines will be displayed. Users may enter one or more new analysis code information.



4. Fill in the information.
5. Click **[Save]** button.

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SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 Current School Year: 2002

[S-FSS01-08] FMP > Sales & Stock > Setup > Analysis Code

Category	Stock Master	Analysis Code	Costing Method	Default Unit
Analysis Code	English Description	Chinese Description		
JUNIOR	Junior Form (F.1 - F.3)	初中 (中一至中三)		
MATRI	Matriculation Class (F.6 - F.7)	預科 (中六至中七)		
SENIOR	Senior Form (F.4 - F.5)	高中 (中四至中五)		

Save Back



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new analysis code is saved.



Notes

1. Analysis Code, English Description and Chinese Description are mandatory fields and they are required to be entered.
2. Analysis Code with "Active" effective status will be available for selection in the drop-down list box of Analysis Code when adding / editing Stock In Details.
3. Analysis Code is an optional field when filling stock items of Stock In Details. Users may choose "N/A", which means "Not Applicable", if analysis code is not to be used.

Update Analysis Code



Function Description

This function allows users to update an existing analysis code. Users may change the description and effective status of the analysis code. Updated description will appear on all the online screens and newly generated reports after the change. Change in effective status will be effective instantly. For example, after setting an analysis code to “Inactive”, this analysis code cannot be selected in all online functions except for data enquiry. Users may consider setting the effective status of analysis code to “Inactive” if the code is no longer in use.



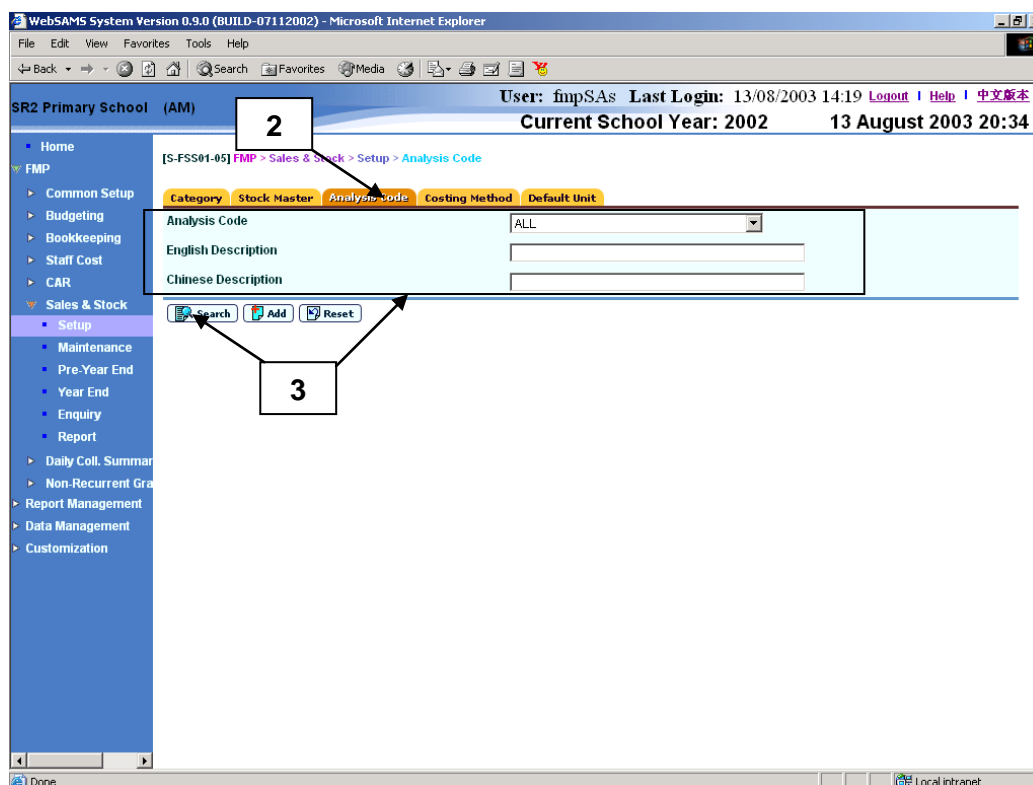
Pre-requisites

1. Analysis Code must exist.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Analysis Code]** tab.
3. Enter the search criteria and click the **[Search]** button to search for code records.



4. A list of matched code records is shown.
5. Click **Analysis Code** hyperlink to view / edit an analysis code record.

WebSAMS System Version 0.9.0 (BUILD-09012003b) - Microsoft Internet Explorer

English Name User: fmpuser Last Login: 14/01/2003 15:12 Logout | Help | 中文版本

Current School Year: 2001 14 January 2003 15:35

[S-FSS01-06] FMP > Sales & Stock > Setup > Analysis Code

Category Stock Master Analysis Code Costing Method Default Unit

Analysis Code: ALL

English Description:

Chinese Description:

Search Reset

Analysis Code	English Description	Chinese Description	Effective Status
ANALYSIS1	Analysis1	Analysis一	<input checked="" type="checkbox"/>
ANALYSIS2	Analysis2	Analysis二	<input checked="" type="checkbox"/>

Add Delete

6. Update the information.

7. Click [Save] button.

WebSAMS System Version 0.9.0 (BUILD-09012003b) - Microsoft Internet Explorer

English Name User: fmpuser Last Login: 14/01/2003 15:12 Logout | Help | 中文版本

Current School Year: 2001 14 January 2003 15:36

[S-FSS01-07] FMP > Sales & Stock > Setup > Analysis Code

Category Stock Master Analysis Code Costing Method Default Unit

Analysis Code: ANALYSIS1

English Description: Analysis1

Chinese Description: Analysis一

Effective Status: Active

Save Back



Post-effects

1. When the [Save] button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated

successfully", the information of the analysis code is saved with the updated details.



Notes

1. English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
2. Analysis Code with "Active" effective status will be available for selection in the drop-down list box of Analysis Code when adding / editing Stock In Details.

Delete Analysis Code



Function Description

This function allows users to delete an existing analysis code. However, users are not allowed to delete an analysis code if any stock master with this analysis code exists in Stock In Details. Users may consider setting the effective status of analysis code to "Inactive" if the code is no longer in use.



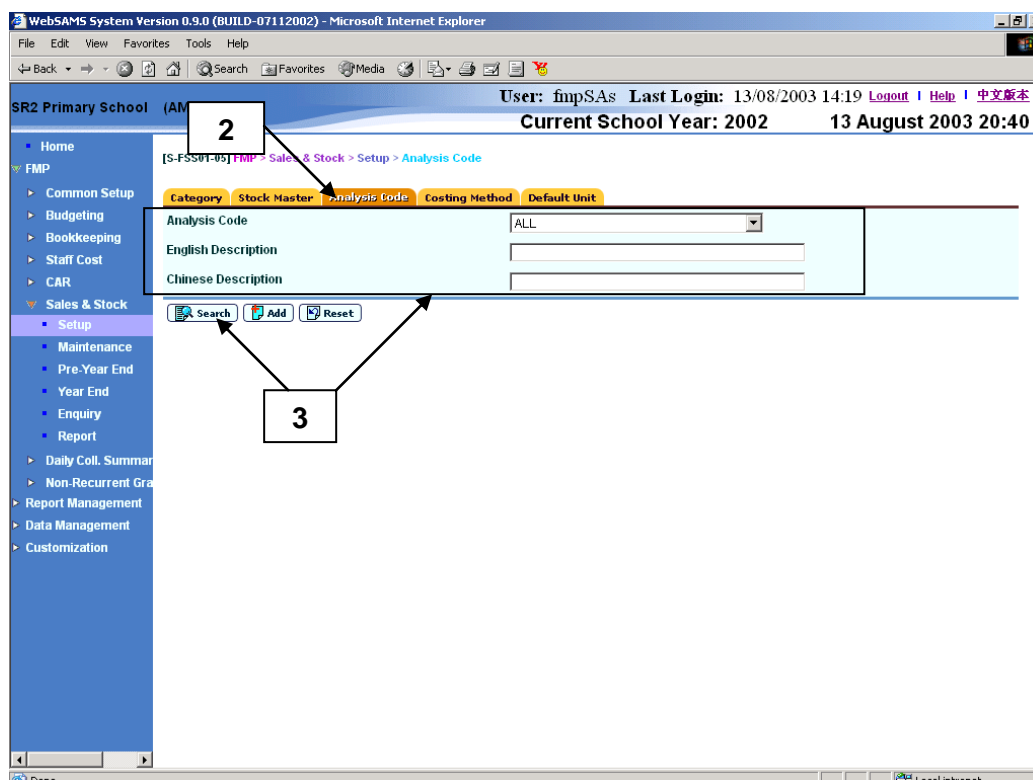
Pre-requisites

1. Analysis Code must exist in the system.

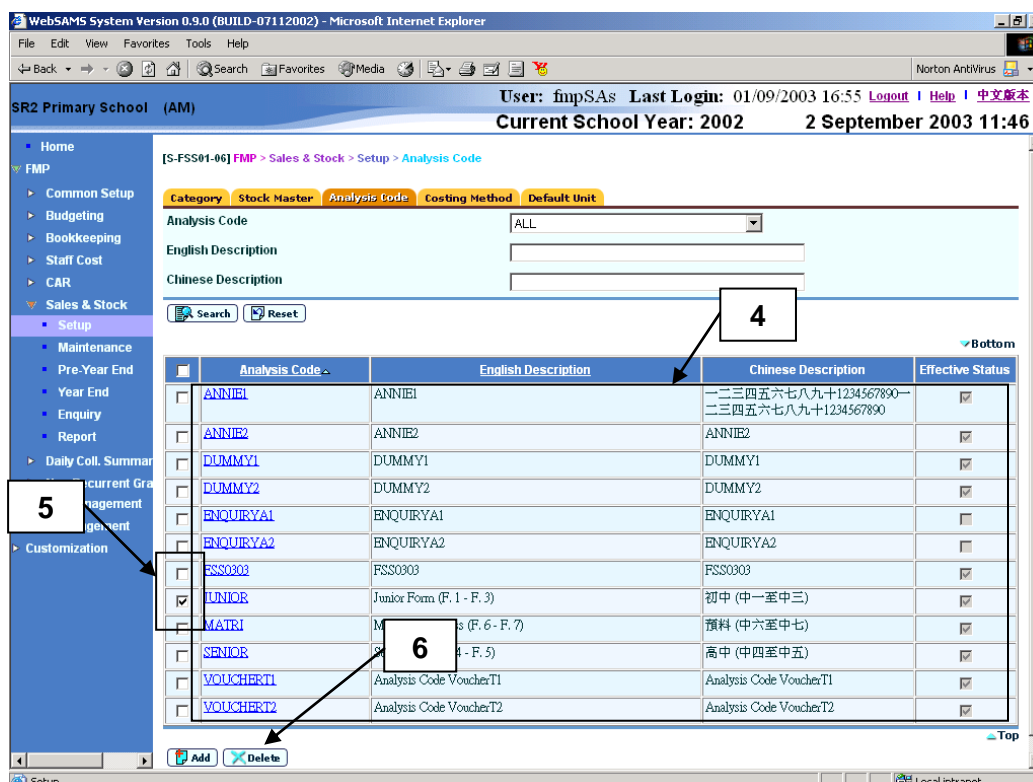


User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Analysis Code]** tab.
3. Enter the search criteria and click the **[Search]** button to search for analysis code records.



4. A list of matched analysis code records is shown.
5. Select the checkbox next to **Analysis Code** to be deleted.
6. Click [**Delete**] button and confirm the operation.





Post-effects

1. To delete existing analysis code(s), users can select one or more codes from the search result list and click the **[Delete]** button. The system will check to ensure that there are no purchase and sales records with the selected analysis code(s) and prompt for confirmation. Once confirmed, the system will delete the selected analysis code(s) from the list.



Notes

1. Deletion of the analysis code is not allowed if any Stock In Details with this analysis code exists. An error message will be prompted and the "Delete" action will be aborted.

2.1.4 Costing Method



Function Description

This function allows users to select a default costing method for the sales and stock activity on any accounting years created in the system. There are 3 costing methods available in the system, i.e. First In First Out, Last In First Out and Weighted Average. Specified costing method will be applied to all sales and stock activities as default value to compute the profit and loss of all the sales and stock activities for that particular accounting year.



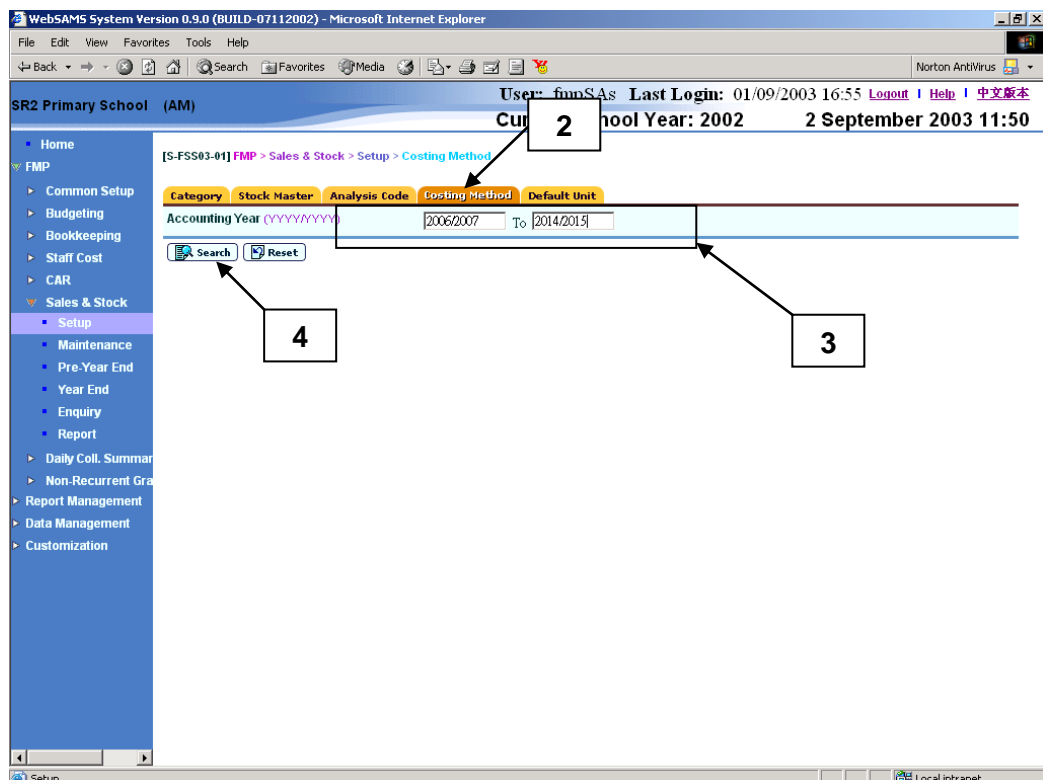
Pre-requisites

1. Accounting Year must be defined in Common Setup Module.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Setup]** from the left menu.
2. Click **[Costing Method]** tab.
3. Enter the **Accounting Year**.
4. Click the **[Search]** button to search for accounting years.



5. A list of matched **Accounting Years** with **Costing Method** is shown.
6. Users may change the **Costing Method**.
7. Click **[Save]** button and confirm the operation.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 01/09/2003 16:55 Logout | Help | 中文版本
Current School Year: 2002 2 September 2003 11:50

[S-FSS03-02] FMP > Sales & Stock > Setup > Costing Method

Category Stock Master Analysis Code Costing Method Default Unit

Accounting Year (YYYYYYYY) 2006/2007 To 2014/2015

Search Reset

Accounting Year (YYYYYYYY)	Costing Method
2006/2007	Last In First Out
2007/2008	First In First Out
2008/2009	First In First Out
2009/2010	First In First Out
2010/2011	First In First Out
2011/2012	First In First Out
2012/2013	First In First Out
2013/2014	First In First Out
2014/2015	First In First Out

Save



Post-effects

1. Costing Method is updated.
2. Specified costing method will be applied to all sales and stock activities as default value to compute the profit and loss of all the sales and stock activities for that particular accounting year.



Notes

1. Once there are sales or write off transactions in that particular accounting year, the costing method cannot be changed. It will be appeared in read-only.
2. Costing method will be set to “FIFO – First In First Out” by default upon the creation of an accounting year. Users should change the costing method if necessary and as soon as possible.

2.1.5 Default Unit



Function Description

This function allows users to set a default base unit for the creation of stock code in the system. For example, users may set the default unit to be “PIECE” or “DOZEN” if applicable. Users may change the base unit when creating stock code. Base unit will be displayed for reference in Stock In / Out Details and reports.



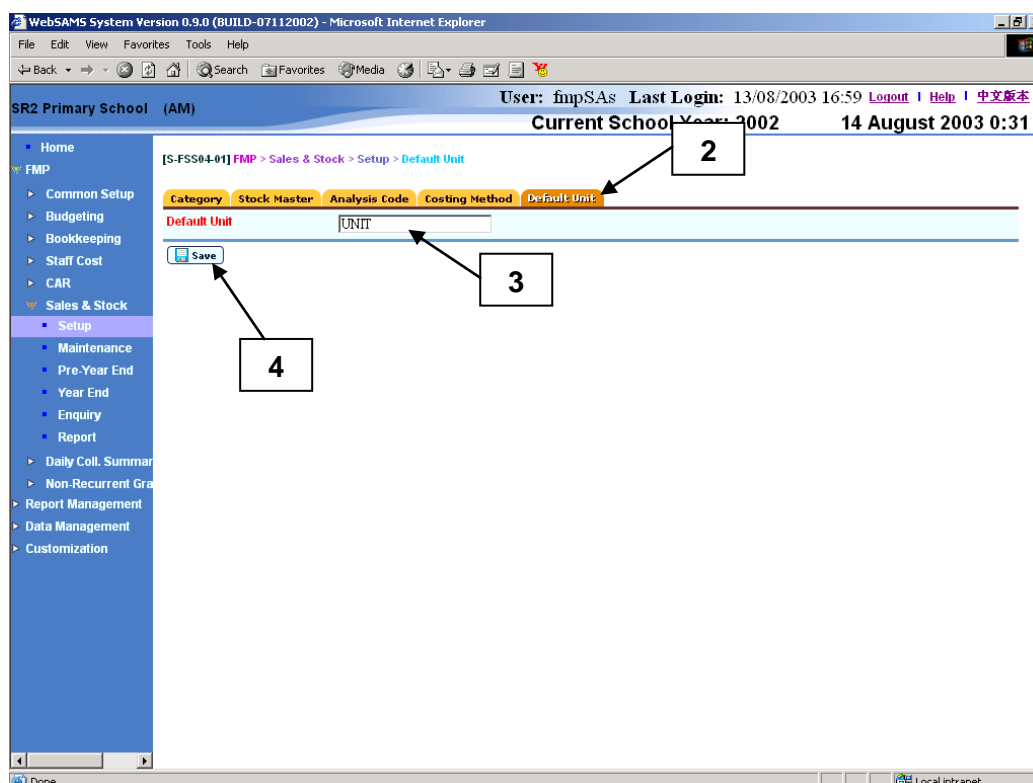
Pre-requisites

N/A



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Setup]** from the left menu.
2. Click **[Default Unit]** tab.
3. Enter the **Default unit**.
4. Click **[Save]** button and confirm the operation.





Post-effects

1. Specified base unit will be set as default when creating new stock code subsequently. All the stock codes created previously will remain unchanged.



Notes

1. The Default Unit is a mandatory field and it is required to be entered.
2. Base unit will be set to “UNIT” upon the initial setup of FMP.

2.2 Maintenance

2.2.1 Purchase Voucher

Add Purchase Voucher



Function Description

This function allows users to create a new purchase voucher in any one of the opened accounting years in Sales and Stock Module. Purchase voucher created under Sales and Stock Module contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars, Quotation/Tender Number and Voucher Amount. Voucher created in Sales and Stock Module cannot be retrieved in Bookkeeping Module and voucher posting is not required since no account detail is captured in the voucher. Depending on the setup of the selected voucher type, users can either manually input voucher number or adopt the system auto-generate number.

Alternatively, users may create a payment voucher in Bookkeeping Module. Users can choose to create payment voucher of any voucher types under Sales and Stock Payment Voucher (please refer to Common Setup for Voucher Type Maintenance details). Sales and Stock payment voucher created in Bookkeeping Module can be retrieved in Sales and Stock functions after the voucher has been posted. The voucher will then be transmitted to Sales and Stock Module for filling in Stock In Details. If Bookkeeping Module is not in use, users should create all purchase vouchers in Sales and Stock Module.



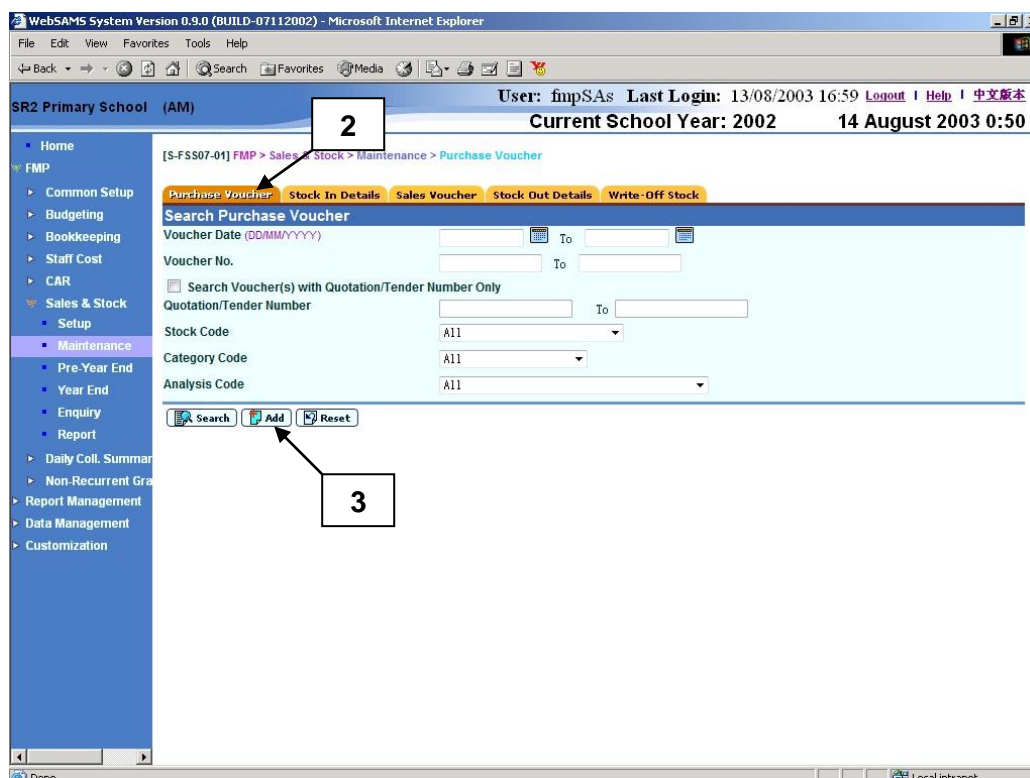
Pre-requisites

1. Voucher with the same voucher number does not exist in the system.
2. Accounting Year has been created in Common Setup Module and the Accounting Year in Sales and Stock Module is not yet final closed.
3. Voucher type has been set up.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Purchase Voucher]** tab.
3. Click **[Add]** button. **Add Purchase Voucher** page will be displayed.



4. Fill in the information.

If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. SP03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of accounting year 2002/2003. The system will automatically go to 00002 for the second voucher of accounting year 2002/2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

If auto-generate voucher number option has not been selected: -

- Voucher number must be unique throughout the system. Please ensure that the same voucher number will not be repeated for other vouchers in future.
- If the same voucher is to be repeated annually (such as purchase of school uniform), users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the 'Year' and NNNNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- If the same voucher is to be paid monthly (such as purchase of exercise books), users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the 'Year', MM represents

the 'Month' and NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.

- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are added by the system. (e.g. SP2003VOU001 or SP200301V001)

5. Click **[Add]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout Help 中文版本

Current School Year: 2002 14 August 2003 1:03

[S-FSS07-04] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Add Purchase Voucher

Accounting Month (MM/YYYY) 09/2002

Voucher Type ((SP) Stock Purchase voucher)

Voucher No. Auto

Voucher Date (DD/MM/YYYY) 01/09/2002

Voucher Particulars test purchase

Quotation/Tender Number

Voucher Amount \$ 100.00

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>
Note 2: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Back



Post-effects

1. When the **[Add]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new stock purchase voucher is saved.
2. The newly added voucher will be treated as incomplete unclassified purchase voucher with outstanding Stock In Details to be entered in Sales and Stock Module.



Notes

1. Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
2. Voucher Amount must be greater than zero.
3. Voucher Date must fall within the selected Accounting Month.

4. No accounting information is required when creating voucher in Sales and Stock Module. Such voucher is not required to be posted.
5. Status of newly created purchase voucher will be set to “Incomplete” and grouped under “Unclassified” (i.e. not yet classified as Original / Adjustment Voucher). Users should fill in Stock In Details subsequently.
6. If Final Year End Closing of an accounting year is confirmed in Sales and Stock, users are not allowed to create Purchase Voucher for that accounting year in Sales and Stock Module.
7. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, users are still allowed to create Payment Voucher with Sales and Stock Voucher Prefix (e.g. ‘SP’) in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock Module after voucher posting in Bookkeeping Module. Users should update these vouchers with Stock In Details.

Update Purchase Voucher



Function Description

This function allows users to amend the Voucher Date, Voucher Particulars and Voucher Amount of an incomplete unclassified purchase voucher created in Sales and Stock Module. Users can fill in Stock In Details only if the voucher is in “Incomplete” status. Before Final Year End Closing of an accounting year is confirmed, users are allowed to “Incomplete” a purchase voucher in that accounting year.



Pre-requisites

1. The purchase voucher created in Sales and Stock Module must exist in the system.
2. The purchase voucher is in the status of “Incomplete”.
3. Update of purchase voucher created in Bookkeeping Module is not allowed.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Purchase Voucher]** tab.
3. Enter the search criteria. **Voucher Date** or **Voucher Number** must be entered for searching vouchers.
4. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
5. Click the **[Search]** button to search for voucher records.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout Help 中文版本
Current School Year: 2002 14 August 2003 1:17

[S-FSS07-01] FMP Sales & Stock Maintenance Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/09/2002 To 01/09/2003

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Stock Code A11

Category Code A11

Analysis Code A11

Search Add Reset

6. A list of matched voucher records is shown.

7. Click **Voucher No.** hyperlink to view / edit a voucher record.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout Help 中文版本
Current School Year: 2002 14 August 2003 1:17

[S-FSS07-01] FMP Sales & Stock Maintenance Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) 01/09/2002 To 01/09/2003

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Stock Code A11

Category Code A11

Analysis Code A11

Search Add Reset

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
SP0000001	-	123456	01/10/2002	1,000.00	0.00	Sales & Stock	<input type="checkbox"/>
SP012003-005	-	stock purchase - avg	08/01/2003	50.00	50.00	Bookkeeping	<input checked="" type="checkbox"/>
SP03/01-00002	-	test posted	30/01/2003	2,010.00	0.00	Sales & Stock	<input checked="" type="checkbox"/>
SP03/01-00001	-	test test	31/01/2003	1,000.00	40.00	Sales & Stock	<input type="checkbox"/>
SP0000001	-	123456	01/02/2003	1,000.00	1,000.00	Sales & Stock	<input type="checkbox"/>
SP092003-001	-	stock purchase - LIFO	01/09/2003	220.00	220.00	Bookkeeping	<input checked="" type="checkbox"/>

Delete

8. Update the information.

9. Click **[Save]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout Help 中文版本

Current School Year: 2002 14 August 2003 1:22

[S-FSS07-03] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Update Purchase Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type Stock Purchase voucher

Voucher No. SP03/01-00002

Voucher Date (DD/MM/YYYY) 29/01/2003

Voucher Particulars test posted

Quotation/Tender Number 200301-SPV-002

Voucher Amount \$ 2010.00

Completed ☒

Save Back

8

9

Maintenance Local intranet



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the stock purchase voucher is saved with the updated details.



Notes

1. For voucher created under Sales and Stock Module, users can change the Voucher Date, Voucher Particulars and Voucher Amount. For posted voucher created under Bookkeeping Module, users cannot change any information.
2. Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
3. Voucher Amount must be greater than zero.
4. Voucher Date must fall within the selected Accounting Month.
5. Voucher information will be shown as display mode if
 - a. the voucher is created under Bookkeeping Module, or
 - b. the voucher has been classified as original / adjustment voucher.Updating is not allowed on any of the above mentioned vouchers.

Set Completed Purchase Voucher as Incomplete Purchase Voucher



Function Description

This function allows users to set a Completed Purchase Voucher to “Incomplete”. Users are not allowed to update Stock In Details of a completed purchase voucher. By setting a completed purchase voucher to “Incomplete”, users may revise the Stock In Details of the voucher again.



Pre-requisites

1. The voucher must be either (i) a completed unclassified voucher, (ii) a completed original voucher without adjustment voucher being attached, or (iii) the last completed adjustment voucher of an original voucher.
2. Accounting year is not yet final closed in Sales and Stock Module.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Purchase Voucher]** tab.
3. Enter the search criteria. **Voucher Date** or **Voucher Number** must be entered for searching vouchers.
4. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
5. Click the **[Search]** button to search for voucher records.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout | Help | 中文版本
Current School Year: 2002 14 August 2003 1:22

[S-FSS07-01] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) To

Voucher No. SP03/01-00001 To SP03/01-00004

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Stock Code A11

Category Code A11

Analysis Code A11

Search Add Reset

6. A list of matched voucher records is shown.

7. Click **Voucher No.** hyperlink to view / edit a voucher record.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout | Help | 中文版本
Current School Year: 2002 14 August 2003 1:22

[S-FSS07-02] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Purchase Voucher

Voucher Date (DD/MM/YYYY) To

Voucher No. SP03/01-00001 To SP03/01-00004

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Stock Code A11

Category Code A11

Analysis Code A11

Search Add Reset

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
SP03/01-00004		ijkhkhkh deleted	05/01/2003	1,010.00	100.00	Sales & Stock	<input type="checkbox"/>
SP03/01-00002		test posted	30/01/2003	2,010.00	0.00	Sales & Stock	<input checked="" type="checkbox"/>
SP03/01-00001		testtest	31/01/2003	1,000.00	40.00	Sales & Stock	<input checked="" type="checkbox"/>

Delete

A completed voucher

8. Details of the selected voucher will be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout Help 中文版本

Current School Year: 2002 14 August 2003 1:22

[S-FSS07-03] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Update Purchase Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type Stock Purchase voucher

Voucher No. SP03/01-00001

Voucher Date (DDMM/YYYY) 30/01/2003

Voucher Particulars testest

Quotation/Tender Number 200301-SPV-001

Voucher Amount \$ 1000.00

Completed ☒

Save Back

9. Unselect the **Completed Status Checkbox** and click **[Save]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 16:59 Logout Help 中文版本

Current School Year: 2002 14 August 2003 1:22

[S-FSS07-03] FMP > Sales & Stock > Maintenance > Purchase Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Update Purchase Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type Stock Purchase voucher

Voucher No. SP03/01-00001

Voucher Date (DDMM/YYYY) 30/01/2003

Voucher Particulars testest

Quotation/Tender Number 200301-SPV-001

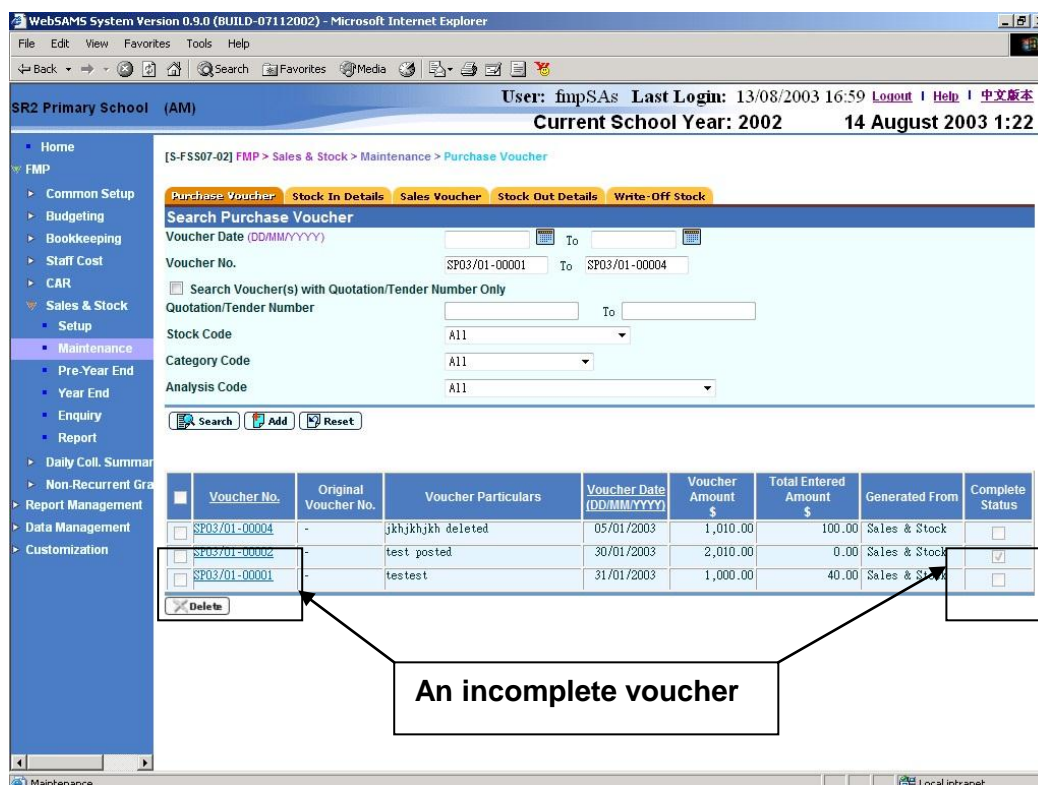
Voucher Amount \$ 1000.00

Completed ☐

Save Back

9

10. The selected voucher record will be updated successfully. The status will be set to "Incomplete".



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the voucher will be set to "Incomplete".
2. Users can then revise the Stock In Details of this voucher.



Notes

N/A

Delete Purchase Voucher



Function Description

This function allows users to delete unclassified purchase vouchers created in Sales and Stock Module.



Pre-requisites

1. Unclassified purchase voucher created in Sales and Stock Module must exist in the system. Unclassified purchase voucher is a voucher not yet classified as Original / Adjustment Voucher.
2. The purchase voucher is in "Incomplete" status.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Purchase Voucher]** tab.
3. Enter the search criteria. **Voucher Date** or **Voucher Number** must be entered for searching vouchers.
4. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
5. Click the **[Search]** button to search for voucher records.

6. A list of matched voucher records is shown.
7. Select the checkbox next to **Voucher No.** to be deleted. Users can select one or more vouchers to be deleted at the same time.
8. Click **[Delete]** button and confirm the operation.

The screenshot shows the 'Search Purchase Voucher' form in the WebSAMS System. The form includes fields for Voucher Date, Voucher No., Quotation/Tender Number, Stock Code, Category Code, and Analysis Code. Below the form is a table of search results. Numbered callouts are as follows:

- 6: Points to the 'Search' button.
- 7: Points to the 'Maintenance' menu item in the left sidebar.
- 8: Points to the 'Delete' button at the bottom of the table.

	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
<input type="checkbox"/>	SP03/01-00004	-	jkhjkhjkh deleted	05/01/2003	1,010.00	100.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	SP012003-004	-	stock purchase - avg	06/01/2003	3,400.00	3,400.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SP012003-005	-	stock purchase - avg	08/01/2003	50.00	50.00	Bookkeeping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SP03/01-00002	-	test posted	30/01/2003	2,010.00	0.00	Sales & Stock	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SP03/01-00001	-	testtest	31/01/2003	1,000.00	40.00	Sales & Stock	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SP000000001	-	123456	01/02/2003	1,000.00	1,000.00	Sales & Stock	<input type="checkbox"/>
<input type="checkbox"/>	SP02003-001	-	stock purchase - LIFO	01/09/2003	220.00	220.00	Bookkeeping	<input checked="" type="checkbox"/>



Post-effects

1. To delete the existing Stock Purchase Voucher(s), users can select one or more vouchers from the search result list and click the **[Delete]** button. The system will check to ensure that the vouchers can be deleted and prompt for confirmation. Once confirmed, the system will delete the selected Stock Purchase Voucher(s) from the list.



Notes

1. To delete a Stock Purchase Voucher, the voucher must be created in Sales and Stock Module with the voucher grouping "Unclassified" (i.e. not yet classified as Original / Adjustment Voucher).
2. Deletion of purchase voucher created in Bookkeeping Module is not allowed.
3. Please note that voucher number cannot be re-used even if the voucher has been deleted.

2.2.2 Stock In Details

Maintenance of Stock In Details



Function Description

This function allows users to add / edit / delete stock in details for incomplete purchase voucher.

There are 3 kinds of voucher grouping, namely “Unclassified Voucher”, “Original Voucher” and “Adjustment Voucher”. **Unclassified voucher** is a voucher created in Sales and Stock Module or voucher transmitted from Bookkeeping Module, which has not been classified as Original / Adjustment Voucher. In order to input Stock In Details to a voucher, that voucher should be classified as an Original / Adjustment Voucher first. **Original voucher** is a voucher that may attach with stock items, and users are allowed to maintain Stock In Details for the voucher. **Adjustment voucher** is a voucher which is attached to a completed original voucher for adjustment purpose. It is created when the voucher amount of an original voucher is not enough for registering stock items. Adjustment voucher will also be used if users want to update the Stock In Details of a completed original voucher, since direct updating of a completed original voucher is not allowed. Multiple adjustment vouchers attached to the same completed original voucher is allowed, provided that the previous adjustment voucher(s) has been completed. The adjustment voucher date should be later than the original voucher date.



Pre-requisites

1. To add Stock In Details for Unclassified Purchase Voucher, voucher(s) created in Sales and Stock Module or voucher(s) transmitted from Bookkeeping Module must exist in the system.
2. The purchase voucher must be in “Incomplete” status.
3. Stock code must exist in the system.
4. Location must exist in the system.
5. When editing or deleting stock items, the system must have sufficient stocks for subsequent sales or write-off.



User Procedures

Unclassified Purchase Voucher

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Stock In Details]** tab.
3. Click **Voucher No.** hyperlink under Unclassified Purchase Voucher to fill in Stock In Details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM)

User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本

Current School Year: 2002-2003 11:08

[S-FSS05-01] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Unclassified Purchase Voucher

<input type="checkbox"/>	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	SP-03	sp03	03/09/2002	40,000.00	Sales & Stock
<input type="checkbox"/>	SP00005	00005	05/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	SP0709-00001	Voucher Date Testing	11/09/2007	10.00	Sales & Stock
<input type="checkbox"/>	SP-03	sp03	03/09/2002	10,000.00	Sales & Stock

Original Purchase Voucher

<input type="checkbox"/>	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	SI00001	Voucher with Prefix SI by Jason	01/09/2002	10,000.00	100.00	Sales & Stock
<input type="checkbox"/>	SP-001	Testing	14/09/2008	10,000.00	470.00	Sales & Stock
<input type="checkbox"/>	SP-002	Testing	21/09/2008	10,000.00	377.20	Sales & Stock
<input type="checkbox"/>	SP-01	sp01	01/09/2002	20,000.00	10.00	Sales & Stock
<input type="checkbox"/>	SP00001	00001	01/09/2002	10,000.00	500.00	Sales & Stock
<input type="checkbox"/>	SP00002	00002	03/09/2002	10,000.00	460.00	Sales & Stock
<input type="checkbox"/>	SP00006	00006	06/09/2002	10,000.00	100.00	Sales & Stock
<input type="checkbox"/>	SP00001	00001	01/09/2301	10,000.00	1,000.00	Sales & Stock
<input type="checkbox"/>	SP00003	00003	03/09/2301	10,000.00	300.00	Sales & Stock
<input type="checkbox"/>	SP00005	00005	05/09/2301	100,000.00	300.00	Sales & Stock
<input type="checkbox"/>	SP00006	00006	06/09/2301	10,000.00	600.00	Sales & Stock

4. a) In the upper portion of the **Edit Purchase Stock** page, select Original Voucher or Adjustment Voucher from the selection box of Voucher Grouping.
- b) If the selected voucher is an adjustment voucher, please
 - (i) enter the Original Voucher No. or
 - (ii) click **[Search]** button to search for the completed Original Voucher No. and click **[Select]** button to choose the Voucher No from the pop-up window. The Stock In Details of the selected original voucher will be retrieved for users to edit.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 12:15

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Edit Purchase Stock

Purchase Voucher | **Stock In Details** | Sales Voucher | Stock Out Details | Write-Off Stock

Voucher Date (DDMMYYYY) 05/09/2002 Voucher Amount \$10,000.00
 Voucher No. SP0005 Entered Amount \$0.00
 Voucher Particulars Original Voucher
 Voucher Grouping Original Voucher
 Adjustment Voucher

Item Details

Category Code ALL
 Stock Code ABCEDFGXYZ - ABCEDFGXYZ
 Description ABCEDFGXYZ
 Analysis Code N/A - Not Applicable
 Location N/A - Not Applicable

Quantity UNIT
 Unit Cost
 Amount \$
 Remarks

Table:

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
No record.							

Buttons: Add, Reset, Delete, Save, Back

Retrieve Voucher - Microsoft Internet Explorer

Search Voucher No.

Voucher Date To
 Voucher No. Range To
 Voucher No. SS092003-002

Buttons: Select, Search, Reset, Close

Callouts: 4a, 4b (i), 4b (ii)

5. To add a Stock In item details, fill in item details and click **[Add]** button.
6. A newly added item details will be appeared.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本
Current School Year: 2002 8 September 2003 11:23

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Purchase Stock

Voucher Date (DDMMYYYY) 05/09/2002 Voucher Amount \$10,000.00
Voucher No. SP0005 Entered Amount \$0.00
Voucher Particulars 0005
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity 1000
Stock Code BA00001 - Metal Badge Unit UNIT
Description Metal Badge Unit Cost \$1.00
Analysis Code N/A - Not Applicable Amount \$1000
Location RM 808 - Store Room Remarks Purchase 1000 Metal Badge

5 Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
No record.							

Delete Save Back

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本
Current School Year: 2002 8 September 2003 11:28

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Purchase Stock

Voucher Date (DDMMYYYY) 05/09/2002 Voucher Amount \$10,000.00
Voucher No. SP0005 Entered Amount \$1,000.00
Voucher Particulars 0005
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Cost
Analysis Code N/A - Not Applicable Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	N/A	RM 808	1,000.00	UNIT	1,000.00

6 Delete Save Back

- Users may continue to add Item Details to this voucher.
- To edit existing Item Details, click **Line No.** to view / edit the **Item Details**. Detailed information will be displayed in Item Details table.
- Update the information and click **[Edit]** button to update the amended item details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 11:31

[S-FSS95-02] FMP > Sales & Stock > Maintenance > Stock In Details

Edit Purchase Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMMYYYY) 05/09/2002 Voucher Amount \$10,000.00
Voucher No. SP0005 Entered Amount \$1,000.00
Voucher Particulars 0005
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity 1000.00
Stock Code BA00001 - Metal Badge Unit UNIT
Description Metal Badge Unit Cost \$1.00
Analysis Code N/A - Not Applicable Amount \$ 800
Location RM 808 - Store Room Remarks Purchase 1000 Metal Badge

Edit Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	N/A	RM 808	1,000.00	UNIT	1,000.00

Delete Save Back

10. Users can delete existing stock item(s). Select the checkbox next to Line No. to be deleted. Users can select one or more stock items to be deleted at the same time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 11:57

[S-FSS95-02] FMP > Sales & Stock > Maintenance > Stock In Details

Edit Purchase Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMMYYYY) 05/09/2002 Voucher Amount \$10,000.00
Voucher No. SP0005 Entered Amount \$1,800.00
Voucher Particulars 0005
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Cost
Analysis Code N/A - Not Applicable Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	N/A	RM 808	1,000.00	UNIT	1,000.00
2	BA00002	Knitted Badge	N/A	RM 808	800.00	UNIT	800.00

Delete Save Back

11. Click **[Delete]** button to delete stock items.

12. After filling in Item Details, click **[Save]** button to save those input Item Details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 14:47 Logout Help 中文版本
Current School Year: 2002 19 September 2003 16:06

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Edit Purchase Stock

Voucher Date (DDMMYYYY) 05/09/2002 Voucher Amount \$10,000.00
 Voucher No. SP0005 Entered Amount \$1,000.00
 Voucher Particulars 0005
 Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
 Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
 Description ABCEDFGXYZ Unit Cost
 Analysis Code N/A - Not Applicable Amount \$
 Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	N/A	RM 808	1,000.00	UNIT	1,000.00

Delete Save Back

12

Original Purchase Voucher

1. Click [FMP] → [Sales & Stock] → [Maintenance] from the left menu.
2. Click [Stock In Details] tab.
3. Click **Voucher No.** hyperlink of Original Purchase Voucher.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本
Current School Year: 2002 8 September 2003 14:11

[S-FSS95-01] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Unclassified Purchase Voucher

Original Purchase Voucher

Voucher No.	Voucher	Generated From
SP-03	sp03	Sales & Stock
SP0005	0005	05/09/2002 10,000.00 Sales & Stock
SP0709-00001	Voucher Date Testing	11/09/2007 10.00 Sales & Stock
SP-03	~03	03/09/2002 10,000.00 Sales & Stock

Original Purchase Voucher

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
SI00001	Voucher with Prefix SI by Jason	01/09/2002	10,000.00	100.00	Sales & Stock
SP-001	Testing	14/09/2008	10,000.00	470.00	Sales & Stock
SP-002	Testing	21/09/2008	10,000.00	377.20	Sales & Stock
SP-01	sp01	01/09/2002	20,000.00	10.00	Sales & Stock
SP0001	0001	01/09/2002	10,000.00	500.00	Sales & Stock
SP0002	0002	03/09/2002	10,000.00	460.00	Sales & Stock
SP0006	0006	06/09/2002	10,000.00	100.00	Sales & Stock
SP0001	0001	01/09/2301	10,000.00	1,000.00	Sales & Stock
SP0003	0003	03/09/2301	10,000.00	300.00	Sales & Stock
SP0005	0005	05/09/2301	100,000.00	300.00	Sales & Stock
SP0006	0006	06/09/2301	10,000.00	600.00	Sales & Stock

4. Users may follow **User Procedures step 5 – 12** of Unclassified Purchase Voucher to add, edit or delete item details of the original voucher.

5. Click **[Save]** button to save the changes.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本
Current School Year: 2002 8 September 2003 14:22

[S-FSS95-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Purchase Stock

Voucher Date (DDMMYYYY) 21/09/2008 Voucher Amount \$10,000.00
Voucher No. SP-002
Voucher Particulars Testing Entered Amount \$377.20
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Cost
Analysis Code N/A - Not Applicable Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	TRAINING	TRAINING	N/A	N/A	2.00	UNIT	2.20
2	TRAINING	TRAINING	N/A	N/A	300.00	UNIT	375.00

Delete Save Back

Purchase Adjustment Voucher

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Stock In Details]** tab.
3. Click **Voucher No.** hyperlink of Purchase Adjustment Voucher.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本

SR2 Primary School (AM) Current School Year: 2002 8 September 2003 14:25

Left Menu: Home, FMP, Common Setup, Budgeting, Bookkeeping, Staff Cost, CAR, Sales & Stock, Setup, Maintenance, Pre-Year End, Year End, Enquiry, Report, Daily Coll. Summary, Non-Recurent Gra, Report Management, Data Management, Customization

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
SPED001	ED001		01/09/2002	900,000.00	100,000.00	Sales & Stock
SPED002	ED002		01/10/2002	888,888.00	82,100.00	Sales & Stock
SPED003	ED003		03/09/2002	100,000.00	10,000.00	Sales & Stock
SPENQUIRY001	ENQUIRY001		01/09/2401	10,000.00	250.00	Sales & Stock
SPENQUIRY003	ENQUIRY003		03/09/2401	10,000.00	250.00	Sales & Stock
SPENQUIRY05	ENQUIRY05		05/09/2401	10,000.00	250.00	Sales & Stock
SPENQUIRY07	ENQUIRY07		07/09/2401	10,000.00	2,050.00	Sales & Stock
SPLONG1	LONG1		01/09/2002	10,000.00	1,000.00	Sales & Stock
SPMESSAGE1	message1		01/09/2002	10,000.00	1,805.00	Sales & Stock
SPT001	Testing		01/09/2002	10,000.00	500.00	Sales & Stock
SPT002	Testing					
SP-01	~01					
SP-02	~02					

Purchase Adjustment Voucher

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
SP10	sp01	1008/2304	1008/2304	20,000.00	1,002.40	Sales & Stock
SP102003-001	SP092003-003	STOCK PURCHASE ADJUSTMENT VOUCHER (LIFO)	01/10/2003	1,300.00	380.00	Sales & Stock
SP112002-001	SP102002-004	ADJUSTMENT VOUCHER	01/11/2002	1,375.00	377.20	Sales & Stock
SPFSS0604-02	spfss0604-01	SPFSS0604-02	02/09/2002	340,000.00	5,000.00	Sales & Stock

Complete

4. Users may follow **User Procedures step 5 – 12** of Unclassified Purchase Voucher to add, edit or delete item details of the adjustment voucher.
5. Click **[Save]** button to save the changes.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本

Current School Year: 2002 8 September 2003 12:09

[S-FSS05-02] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Purchase Stock

Voucher Date (DDMMYYYY) 11/09/2007 This Voucher Amount \$10.00
Voucher No. SP0709-00001 Total Voucher Amount \$470.00
Voucher Particulars Voucher Date Testing Total Entered Amount \$460.00
Voucher Grouping Adjustment Voucher Original Voucher No. SP102002-003

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Cost
Analysis Code N/A - Not Applicable Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	EB00001	Maths Ex Book	N/A	N/A	400.00	UNIT	460.00

Delete Save Back

5



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the stock item details is saved.
2. Once the item detail is saved, the voucher grouping of the voucher cannot be changed anymore.
3. Users can complete the voucher if all the information has been entered.



Notes

1. If voucher grouping is an original voucher, there is no need to fill in the original voucher no.
2. If voucher grouping is an adjustment voucher, the following points should be noted.
 - a. Users have to enter the original voucher no. directly. And this original voucher no. must be in "Complete" status.
 - b. If users click **[Search]** button to search for voucher no., a pop-up window will appear. To limit the scope of searching, users can enter the voucher date or/and voucher no. range and then click **[Search]** button. Subsequently, all completed vouchers with users defined criteria will be listed out in the drop-down list box. Users can select the voucher no. by clicking **[Select]** button. And the selected voucher no. will be copied over

to the Stock In Details screen and the pop-up window will be closed automatically.

3. For voucher newly created in Sales and Stock Module or voucher newly transmitted from Bookkeeping Module, it will be set to “Incomplete” and appeared as Voucher Grouping “Unclassified” in Stock In Details. Users should fill in Stock In Details for this voucher.
4. To add or edit item details, Category Code, Stock Code, Quantity and Amount are mandatory fields and they are required to be entered.
5. The amount entered for Stock In Details must not exceed the balance of the voucher amount.
6. When adding or editing an item details, if the item amount entered exceeds the balance of the voucher amount, error message will be prompted. Users may choose to edit the input information or abort the action.
7. When editing an item details, if insufficient stocks for subsequent sales or write-off will be resulted, error message will be prompted. Users may choose to edit the input information or abort the action.
8. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping, users are still allowed to create Payment Voucher with Sales and Stock Voucher Prefix, e.g. ‘SP’, in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock after voucher posting in Bookkeeping Module. Users should update these vouchers with Stock In Details in Sales and Stock Module. After that, users should ‘Complete’ these vouchers in Sales and Stock before the Year End process of Bookkeeping.
9. Adjustment Voucher is used to adjust the voucher amount and add / edit / delete Stock In Details of a “Completed” original voucher.

Complete Purchase Voucher



Function Description

This function allows users to complete purchase vouchers of all kinds of voucher grouping. Users are recommended to complete a purchase voucher after they have finished filling in Stock In Details of that voucher. No modification on the Stock In Details is allowed after the voucher has been set to “Completed”. In case the voucher amount of an original voucher is not enough for registering stock items, users may complete the original voucher first, then create an adjustment voucher and attach this adjustment voucher to that completed original voucher to increase the voucher amount. For year-end closing of an accounting year, all vouchers of that accounting year must be completed.



Pre-requisites

1. “Incomplete” stock purchase voucher in Sales and Stock Module must exist in the system.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **Stock In Details** tab.
3. Select the voucher to be completed. Users can select one or more vouchers to be completed at the same time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 23/07/2003 14:06 Logout | Help | 中文版本

Current School Year: 2002 23 July 2003 19:03

[S-FSS05-01] FMP > Sales & Stock > Maintenance > Stock In Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Unclassified Purchase Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	SP0005	0005	05/09/2002	10,000.00	Sales & Stock
<input type="checkbox"/>	SP0709-00001	Voucher Date Testing	11/09/2007	10.00	Sales & Stock

Original Purchase Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	SP022005-002	Weighted Average Method Testing	02/09/2005	270.00	270.00	Sales & Stock
<input type="checkbox"/>	SP022005-003	Weighted Average Method Testing	04/09/2005	480.00	480.00	Sales & Stock
<input type="checkbox"/>	SP022005-004	Weighted Average Method Testing	06/09/2005	3,400.00	3,400.00	Sales & Stock

Purchase Adjustment Voucher

	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	SP022004-006	SP092004-001	STOCK PURCHASE ADJ (AVG)	30/09/2004	2,000.00	1,000.00	Sales & Stock
<input type="checkbox"/>	SP10	sp01	10/08/2304	10/08/2304	20,000.00	1,002.40	Sales & Stock
<input type="checkbox"/>	SP102003-001		STOCK PURCHASE ADJUSTMENT VOUCHER (LIFO)	01/10/2003	1,300.00	380.00	Sales & Stock
<input checked="" type="checkbox"/>	SP112002-001		ADJUSTMENT VOUCHER	01/11/2002	1,375.00	377.20	Sales & Stock
<input checked="" type="checkbox"/>	SPFSS0604-01	spfs0604-01	SPFSS0604-02	02/09/2002	340,000.00	5,000.00	Sales & Stock

Complete

4. Click **[Complete]** button.



Post-effects

1. To mark the voucher as “Complete”, users can select one or more vouchers from the list and click the **[Complete]** button. The system will prompt for confirmation. Once confirmed, the system will change the selected Purchase Voucher to “Complete” Status.
2. Completed purchase voucher will not be listed in Stock In Details page.
3. No Stock In Details can be updated for a completed purchase voucher.



Notes

1. Users can complete an unclassified purchase voucher without classifying into original or adjustment voucher.
2. All vouchers must be completed before year-end closing.
3. To adjust the voucher amount and update the Stock In Details of a completed original voucher, adjustment voucher may be used.
4. To set completed voucher back to incomplete status, please refer to Chapter 2.2.1 Purchase Voucher.

2.2.3 Sales Voucher

Add Sales Voucher



Function Description

This function allows users to create a new sales voucher in any one of the opened accounting years in Sales and Stock Module. Sales voucher created under Sales and Stock Module contains Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount. Voucher created in Sales and Stock Module cannot be retrieved in Bookkeeping Module and voucher posting is not required since no account detail is captured in the voucher. Depending on the setup of the selected voucher type, users can either manually input voucher number or adopt the system auto-generate number.

Alternatively, users may create a receipt voucher in Bookkeeping Module. Users can choose to create receipt voucher of any voucher types under Sales and Stock Receipt Voucher (please refer to Common Setup for Voucher Type Maintenance details). Sales and Stock receipt voucher created in Bookkeeping Module can be retrieved in Sales and Stock functions after the voucher has been posted. The voucher will then be transmitted to Sales and Stock Module for filling in Stock Out Details. If Bookkeeping Module is not in use, users should create all sales vouchers in Sales and Stock Module.



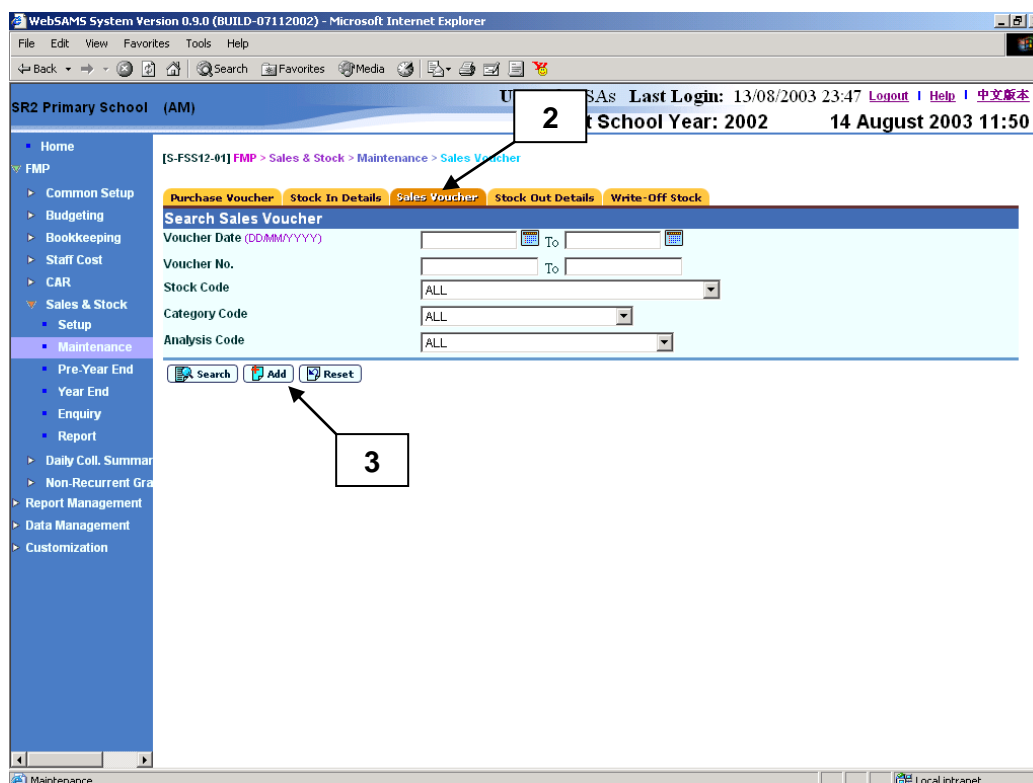
Pre-requisites

1. Voucher with the same voucher number does not exist in the system.
2. Accounting Year has been created in Common Setup Module and the Accounting Year in Sales and Stock Module is not yet final closed.
3. Voucher type has been set up.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Sales Voucher]** tab.
3. Click **[Add]** button. **Add Sales Voucher** page will be displayed.



4. Fill in the information.

If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. SS03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of accounting year 2002/2003. The system will automatically go to 00002 for the second voucher of accounting year 2002/2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

If auto-generate voucher number option has not been selected: -

- Voucher number must be unique throughout the system. Please ensure that the same voucher number will not be repeated for other vouchers in future.
- If the same voucher is to be repeated annually (such as sales of school uniform), users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the 'Year' and NNNNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- If the same voucher is to be paid monthly (such as sales of exercise books), users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN

(value:200301V001) where YYYY represents the 'Year', MM represents the 'Month' and NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.

- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are added by the system. (e.g. SS2003VOU001 or SS200301V001)

5. Click **[Add]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout Help 中文版本

Current School Year: 2002 14 August 2003 11:53

[S-FSS12-04] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Add Sales Voucher

Accounting Month (MM/YYYY) 09/2002

Voucher Type ((SS) Stock Sales voucher)

Voucher No. TEST001

Voucher Date (DDMM/YYYY) 02/09/2002

Voucher Particulars Testing Purpose

Voucher Amount \$10000

Note 1: Format of auto generated voucher number: <Voucher Type Prefix>YYMM-<system sequence no.>
Note 2: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure the same voucher number will not be duplicated in future.

Add Back

4

5



Post-effects

1. When the **[Add]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new sales voucher is saved.
2. The newly added voucher will be treated as incomplete unclassified sales voucher with outstanding Stock Out Details to be entered in Sales and Stock Module.



Notes

1. Accounting Month, Voucher Type, Voucher No., Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
2. Voucher Amount must be greater than zero.
3. Voucher Date must fall within the selected Accounting Month.

4. No accounting information is required when creating voucher in Sales and Stock Module. Such voucher is not required to be posted.
5. Status of newly created sales voucher will be set to “Incomplete” and grouped under “Unclassified” (i.e. not yet classified as Original / Adjustment Voucher). Users should fill in Stock Out Details subsequently.
6. If Final Year End Closing of an accounting year is confirmed in Sales and Stock, users are not allowed to add Sales Voucher for that accounting year in Sales and Stock Module.
7. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, users are still allowed to create Receipt Voucher with Sales and Stock Voucher Prefix (e.g. ‘SS’) in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock Module after voucher posting in Bookkeeping Module. Users should update these vouchers with Stock Out Details.

Update Sales Voucher



Function Description

This function allows users to amend the Voucher Date, Voucher Particulars and Voucher Amount of an incomplete unclassified sales voucher created in Sales and Stock Module. Users can fill in Stock Out Details only if the voucher is in “Incomplete” status. Before Final Year End Closing of an accounting year is confirmed, users are allowed to “Incomplete” a sales voucher in that accounting year.



Pre-requisites

1. The sales voucher created in Sales and Stock Module must exist in the system.
2. The sales voucher is in the status of “Incomplete”.
3. Update of sales voucher created in Bookkeeping Module is not allowed.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Sales Voucher]** tab.
3. Enter the search criteria. **Voucher Date** or **Voucher Number** must be entered for searching vouchers.
4. Click the **[Search]** button to search for voucher records.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 11:57

[S-FSS12-01] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details **Sales Voucher** Stock Out Details Write-Off Stock

Search Sales Voucher

Voucher Date (DDMMYYYY) 01/09/2002 To 03/09/2002

Voucher No. To

Stock Code ALL

Category Code ALL

Analysis Code ALL

Search Add Reset

5. A list of matched voucher records is shown.

6. Click **Voucher No.** hyperlink to view / edit a voucher record.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 11:58

[S-FSS12-02] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details **Sales Voucher** Stock Out Details Write-Off Stock

Search Sales Voucher

Voucher Date (DDMMYYYY) 01/09/2002 To 03/09/2002

Voucher No. To

Stock Code ALL

Category Code ALL

Analysis Code ALL

Search Add Reset

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date	Voucher Amount	Total Entered Amount	Generated From	Complete Status
SSPD001	-	ED001	01/09/2002	310,000.00	100,090.00	Sales & Stock	<input type="checkbox"/>
SV000001	-	Voucher with Prefix SV by Jason	01/09/2002	10,000.00	360.00	Sales & Stock	<input type="checkbox"/>
SS000002	-	00002	02/09/2002	10,000.00	1,700.00	Sales & Stock	<input type="checkbox"/>
SS00000001	-	00000001	02/09/2002	100,000.00	487.00	Sales & Stock	<input type="checkbox"/>
SSFSS0604-02	-	SSFSS0604-02	02/09/2002	90,000.00	300.00	Sales & Stock	<input checked="" type="checkbox"/>
SSMESSAGE2	-	MESSAGE2	02/09/2002	10,000.00	5,000.00	Sales & Stock	<input type="checkbox"/>
SST0001	-	Testing	02/09/2002	10,000.00	4.00	Sales & Stock	<input type="checkbox"/>
SSTEST001	-	Testing Purpose	02/09/2002	10,000.00	0.00	Sales & Stock	<input type="checkbox"/>
SSFSS0604-03	-	SSFSS0604-03	03/09/2002	30,000.00	300.00	Sales & Stock	<input type="checkbox"/>
SST0002	-	Testing	03/09/2002	10,000.00	5.00	Sales & Stock	<input type="checkbox"/>

Delete

7. Update the information.

8. Click **[Save]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout Help 中文版本

Current School Year: 2002 14 August 2003 12:00

[S-FSS12-03] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Update Sales Voucher

Accounting Month (MM/YYYY) 09/2002

Voucher Type Stock Sales voucher

Voucher No. SSTEST001

Voucher Date (DDMM/YYYY) 02/09/2002

Voucher Particulars Testing Purpose

Voucher Amount \$10000.00

Completed

Save Back



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the stock sales voucher is saved with the updated details.



Notes

1. For voucher created under Sales and Stock Module, users can change the Voucher Date, Voucher Particulars and Voucher Amount. For posted voucher created under Bookkeeping Module, users cannot change any information.
2. Voucher Date, Voucher Particulars and Voucher Amount are mandatory fields and they are required to be entered.
3. Voucher Amount must be greater than zero.
4. Voucher Date must fall within the selected Accounting Month.
5. Voucher information will be shown as display mode if
 - a. the voucher is created under Bookkeeping Module, or
 - b. the voucher has been classified as original / adjustment voucher.Updating is not allowed on any of the above mentioned vouchers.

Set Completed Sales Voucher as Incomplete Sales Voucher



Function Description

This function allows users to set a Completed Sales Voucher to “Incomplete”. Users are not allowed to update Stock Out Details of a completed sales voucher. By setting a completed sales voucher to “Incomplete”, users may revise the Stock Out Details of the voucher again.



Pre-requisites

1. The voucher must be either (i) a completed unclassified voucher, (ii) a completed original voucher without adjustment voucher being attached, or (iii) the last completed adjustment voucher of an original voucher.
2. Accounting year is not yet final closed in Sales and Stock Module.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Sales Voucher]** tab.
3. Enter the search criteria. **Voucher Date** or **Voucher Number** must be entered for searching vouchers.
4. Click the **[Search]** button to search for voucher records.

5. A list of matched voucher records is shown.

6. Click **Voucher No.** hyperlink to view / edit a voucher record.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout Help 中文版本
Current School Year: 2002 9 September 2003 15:41

[S-FSS12-02] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Sales Voucher

Voucher Date (DDMM/YYYY) To
Voucher No. \$S0001 To \$S0001
Stock Code ALL
Category Code ALL
Analysis Code ALL

Search Add Reset

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
SS0001	-	Testing	01/12/2002	10,000.00	11.00	Sales & Stock	<input checked="" type="checkbox"/>

6

5

A completed voucher

7. Details of the selected voucher will be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout Help 中文版本
Current School Year: 2002 9 September 2003 15:41

[S-FSS12-03] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Update Sales Voucher

Accounting Month (MM/YYYY) 12/2002

Voucher Type Stock Sales voucher

Voucher No. \$S0001

Voucher Date (DDMM/YYYY) 01/12/2002

Voucher Particulars Testing

Voucher Amount \$10000.00

Completed ☒

Save Back

8

8. Unselect the **Completed Status Checkbox** and click **[Save]** button.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本
Current School Year: 2002 9 September 2003 15:41

[S-FSS12-03] FMP > Sales & Stock > Maintenance > Sales Voucher

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Update Sales Voucher

Accounting Month (MM/YYYY) 12/2002

Voucher Type Stock Sales voucher

Voucher No. SS0001

Voucher Date (DD/MM/YYYY) 01/12/2002

Voucher Particulars Testing

Voucher Amount \$10000.00

Completed ☐

Save Back

8

9. The selected voucher record will be updated successfully. The status will be set to "Incomplete".

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本
Current School Year: 2002 9 September 2003 15:42

[S-FSS12-02] FMP > Sales & Stock > Maintenance > Sales Voucher

SS0001 Record updated successfully.

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Search Sales Voucher

Voucher Date (DD/MM/YYYY) 01/12/2002 To

Voucher No. SS0001 To SS0001

Stock Code ALL

Category Code ALL

Analysis Code ALL

Search Add Reset

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Total Entered Amount \$	Generated From	Complete Status
SS0001		Testing	01/12/2002	10,000.00	11.00	Sales & Stock	Incomplete

Delete

An incomplete voucher



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the voucher will be set to "Incomplete".
2. Users can then revise the Stock Out Details of this voucher.



Notes

N/A

Delete Sales Voucher



Function Description

This function allows users to delete unclassified sales vouchers created in Sales and Stock Module.



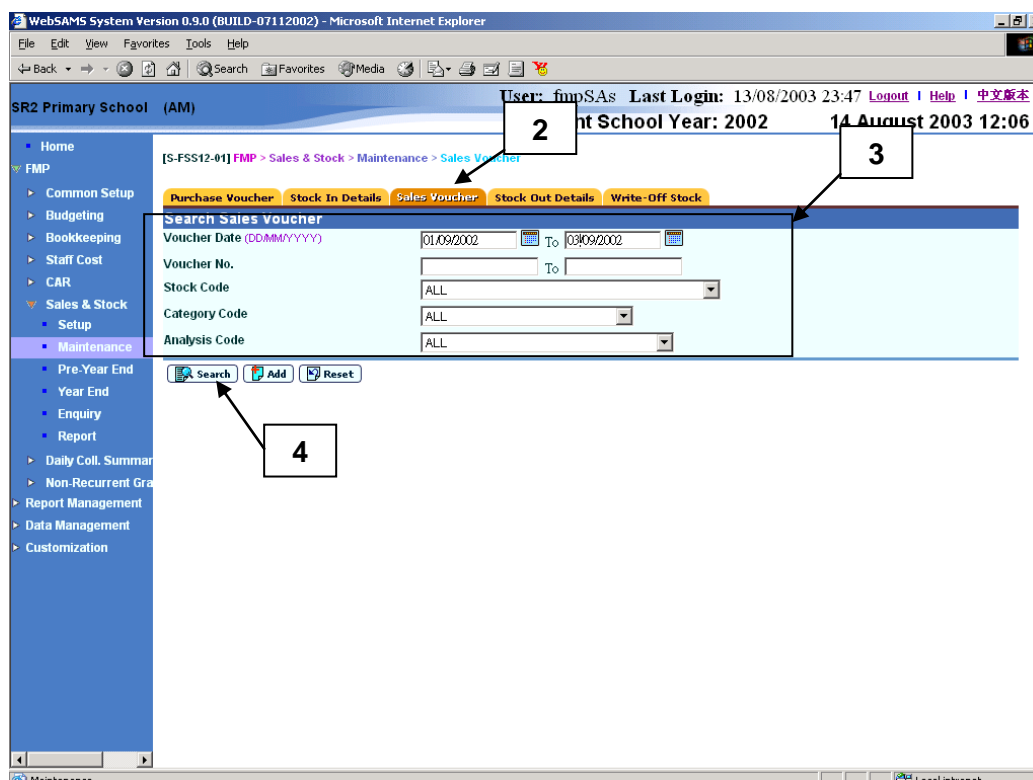
Pre-requisites

1. Unclassified sales voucher created in Sales and Stock Module must exist in the system. Unclassified sales voucher is a voucher not yet classified as Original / Adjustment Voucher.
2. The sales voucher is in "Incomplete" status.

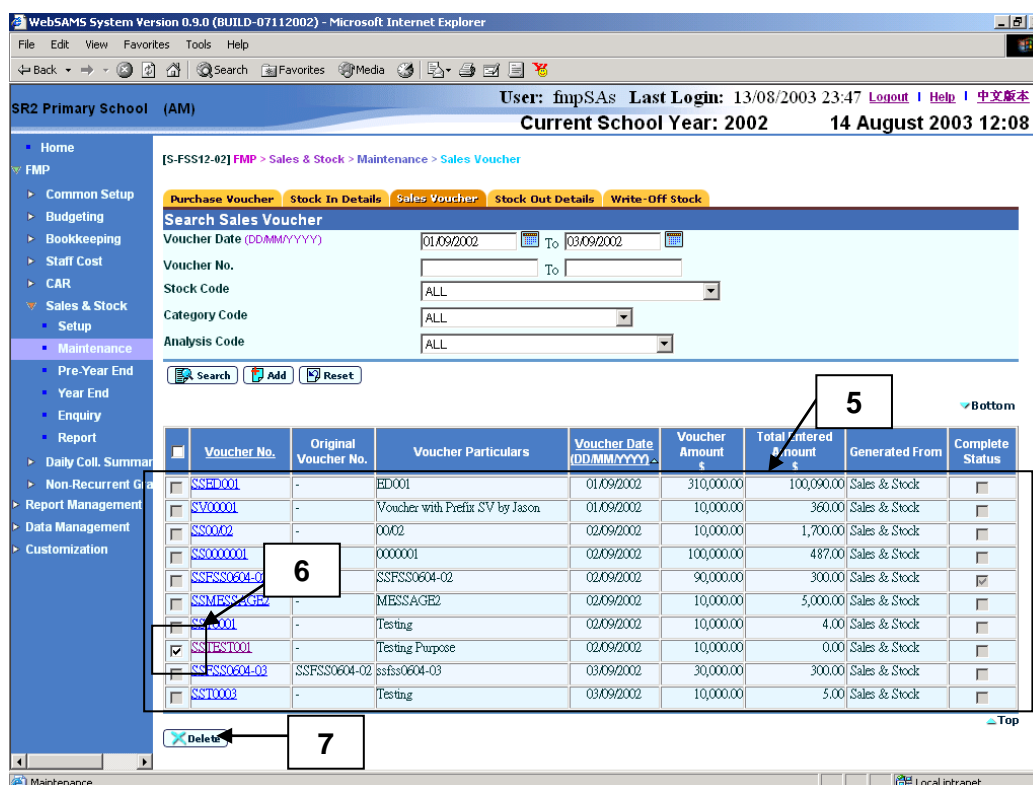


User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Sales Voucher]** tab.
3. Enter the search criteria. **Voucher Date** or **Voucher Number** must be entered for searching vouchers.
4. Click the **[Search]** button to search for voucher records.



5. A list of matched voucher records is shown.
6. Select the checkbox next to **Voucher No.** to be deleted. Users can select one or more vouchers to be deleted at the same time.
7. Click [**Delete**] button and confirm the operation.





Post-effects

1. To delete the existing Stock Sales Voucher(s), users can select one or more vouchers from the search result list and click the **[Delete]** button. The system will check to ensure that the vouchers can be deleted and prompt for confirmation. Once confirmed, the system will delete the selected Stock Sales Voucher(s) from the list.



Notes

1. To delete a Stock Sales Voucher, the voucher must be created in Sales and Stock Module with the voucher grouping "Unclassified" (i.e. not yet classified as Original / Adjustment Voucher).
2. Deletion of sales voucher created in Bookkeeping Module is not allowed.
3. Please note that voucher number cannot be re-used even if the voucher has been deleted.

2.2.4 Stock Out Details

Maintenance of Stock Out Details



Function Description

This function allows users to add / edit / delete stock out details for incomplete sales voucher.

There are 3 kinds of voucher grouping, namely “Unclassified Voucher”, “Original Voucher” and “Adjustment Voucher”. **Unclassified voucher** is a voucher created in Sales and Stock Module or voucher transmitted from Bookkeeping Module, which has not been classified as Original / Adjustment Voucher. In order to input Stock Out Details to a voucher, that voucher should be classified as an Original / Adjustment Voucher first. **Original voucher** is a voucher that may attach with stock items, and users are allowed to maintain Stock Out Details for the voucher. **Adjustment voucher** is a voucher which is attached to a completed original voucher for adjustment purpose. It is created when the voucher amount of an original voucher is not enough for registering stock items. Adjustment voucher will also be used if users want to update the Stock Out Details of a completed original voucher, since direct updating of a completed original voucher is not allowed. Multiple adjustment vouchers attached to the same completed original voucher is allowed, provided that the previous adjustment voucher(s) has been completed. The adjustment voucher date should be later than the original voucher date.



Pre-requisites

1. To add Stock Out Details for Unclassified Sales Voucher, voucher(s) created in Sales and Stock Module or voucher(s) transmitted from Bookkeeping Module must exist in the system.
2. The sales voucher must be in “incomplete” status.
3. Relevant Stock In item must exist.
4. Location must exist in the system.
5. When editing or deleting stock items, the system must have sufficient stocks for subsequent sales or write-off.



User Procedures

Unclassified Sales Voucher

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Stock Out Details]** tab.
3. Click **Voucher No.** hyperlink under Unclassified Sales Voucher to fill in Stock Out Details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAS La 08/07/2003 20:07 Logout | Help | 中文版本
Current Stock Year: 2002 9 July 2003 11:37

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Unclassified Sales Voucher

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
SS08/01/00001	Report Testing	01/01/2008	1,000.00	Sales & Stock

Original Sales Voucher

Voucher No.	Voucher	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
SS0002	0002	02/09/2002	10,000.00	1,700.00 Sales & Stock
SS0002	0002	02/09/2301	10,000.00	8,000.00 Sales & Stock
SS0004	0004	04/09/2301	10,000.00	6,000.00 Sales & Stock
SS0007	0007	07/09/2301	10,000.00	1,500.00 Sales & Stock
SS000001	000001	02/09/2002	100,000.00	487.00 Sales & Stock
SS00203	00203	03/09/2302	10,000.00	7,000.00 Sales & Stock
SS00206	00206	06/09/2302	100,000.00	6,200.00 Sales & Stock
SS00207	00207	07/09/2302	100,000.00	2,400.00 Sales & Stock
SS00208	00208	08/09/2302	100,000.00	3,800.00 Sales & Stock
SS02	03/08/2304	03/08/2304	10,000.00	700.00 Sales & Stock
SS06	06/08/2304	06/08/2304	10,000.00	620.00 Sales & Stock
SS07	07/08/2304	07/08/2304	10,000.00	240.00 Sales & Stock
SS08	08/08/2304	08/08/2304	10,000.00	380.00 Sales & Stock
SS09/2006-01	Last In First Out Method Testing	03/09/2006	900.00	900.00 Sales & Stock

4. a) In the upper portion of the **Edit Sales Stock** page, select Original Voucher or Adjustment Voucher from the selection box of Voucher Grouping.
- b) If the selected voucher is an adjustment voucher, please
 - (i) enter the Original Voucher No. or
 - (ii) click **[Search]** button to search for the completed Original Voucher No. and click **[Select]** button to choose the Voucher No from the pop-up window. The Stock Out Details of the selected original voucher will be retrieved for users to edit.

The image shows two screenshots from the WebSAMS System. The top screenshot is the 'Edit Sales Stock' page, and the bottom screenshot is the 'Retrieve Voucher' page.

Top Screenshot: Edit Sales Stock

The page title is 'WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer'. The user is 'fmpSAs' and the last login was on 05/09/2003 at 15:01. The current school year is 2002, and the date is 8 September 2003 at 17:14.

The left sidebar shows the navigation menu with 'Sales & Stock' selected. The main content area has tabs for 'Purchase Voucher', 'Stock In Details', 'Sales Voucher', 'Stock Out Details', and 'Write-Off Stock'. The 'Edit Sales Stock' form includes fields for Voucher Date (01/09/2009), Voucher No. (SS-003), Voucher Particulars (Testing), Voucher Grouping (Original Voucher), Voucher Amount (\$10,000.00), Entered Amount (\$0.00), and Original Voucher No. (with a search button). The 'Item Details' section has fields for Category Code (ALL), Stock Code (ABCEDFGXYZ - ABCEDFGXYZ), Description (ABCEDFGXYZ), Analysis Code (ENQUIRYA1 - ENQUIRYA1), Location (N/A - Not Applicable), Quantity, Unit, Unit Selling Price, Amount, and Remarks. There are 'Add' and 'Reset' buttons. Below the form is a table with columns: Line No., Stock Code, Stock Description, Analysis Code, Location, Quantity, Unit, and Amount. The table is currently empty, showing 'No record.' and 'Delete', 'Save', and 'Back' buttons.

Bottom Screenshot: Retrieve Voucher

The page title is 'Retrieve Voucher - Microsoft Internet Explorer'. It has a search form with fields for 'Search Voucher No.', 'Voucher Date' (with a date picker), 'Voucher No. Range' (with a range picker), and 'Voucher No.' (with a dropdown menu showing 'SS092003-002'). There are 'Select', 'Search', 'Reset', and 'Close' buttons.

Annotations:

- 4a:** Points to the 'Original Voucher' dropdown menu in the 'Edit Sales Stock' form.
- 4b (i):** Points to the 'Search' button in the 'Original Voucher' dropdown menu.
- 4b (ii):** Points to the 'Search' button in the 'Retrieve Voucher' form.

5. To add a Stock Out item details, fill in item details and click **[Add]** button.
6. A newly added item details will be appeared.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 17:23

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Sales Stock

Voucher Date (DDMMYYYY) 01/09/2009 Voucher Amount \$10,000.00
Voucher No. SS-003 Entered Amount \$0.00
Voucher Particulars Testing
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity 30
Stock Code BA00001 - Metal Badge Unit UNIT
Description Metal Badge Unit Selling Price \$2.00
Analysis Code JUNIOR - Junior Form (F. 1 - F. 3) Amount \$60
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
No record.							

Delete Save Back

5

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 17:27

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Sales Stock

Voucher Date (DDMMYYYY) 01/09/2009 Voucher Amount \$10,000.00
Voucher No. SS-003 Entered Amount \$60.00
Voucher Particulars Testing
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Selling Price
Analysis Code ENQUIRYA1 - ENQUIRYA1 Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	JUNIOR	N/A	30.00	UNIT	60.00

Delete Save Back

6

- Users may continue to add Item Details to this voucher.
- To edit existing Item Details, click **Line No.** to view / edit the **Item Details**. Detailed information will be displayed in Item Details table.
- Update the information and click **[Edit]** button to update the amended item details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 17:30

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Sales Stock

Voucher Date (DDMMYYYY) 01/09/2009 Voucher Amount \$10,000.00
Voucher No. SS-003 Entered Amount \$60.00
Voucher Particulars Testing
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity 30.00
Stock Code BA00001 - Metal Badge Unit UNIT
Description Metal Badge Unit Selling Price \$2.00
Analysis Code JUNIOR - Junior Form (F. 1 - F. 3) Amount \$ 90
Location N/A - Not Applicable Remarks

Edit Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	JUNIOR	N/A	30.00	UNIT	60.00

Delete Save Back

10. Users can delete existing stock item(s). Select the checkbox next to Line No. to be deleted. Users can select one or more stock items to be deleted at the same time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 17:36

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Sales Stock

Voucher Date (DDMMYYYY) 01/09/2009 Voucher Amount \$10,000.00
Voucher No. SS-003 Entered Amount \$360.00
Voucher Particulars Testing
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Selling Price
Analysis Code ENQUIRYA1 - ENQUIRYA1 Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	JUNIOR	N/A	30.00	UNIT	60.00
2	EB00001	Maths Ex Book	N/A	N/A	300.00	UNIT	300.00

Delete Save Back

11. Click **[Delete]** button to delete stock items.

12. After filling in Item Details, click **[Save]** button to save those input Item Details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 14:47 Logout | Help | 中文版本
Current School Year: 2002 19 September 2003 17:21

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Edit Sales Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMM/YYYY) 01/09/2009 Voucher Amount \$10,000.00
 Voucher No. SS-003 Entered Amount \$60.00
 Voucher Particulars Testing
 Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
 Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
 Description ABCEDFGXYZ Unit Selling Price
 Analysis Code ENQUIRYA1 - ENQUIRYA1 Amount \$
 Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	BA00001	Metal Badge	JUNIOR	N/A	30.00	UNIT	60.00

Delete Save Back

12

Original Sales Voucher

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Stock Out Details]** tab.
3. Click **Voucher No.** hyperlink of Original Sales Voucher.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本
Current School Year: 2002 8 September 2003 17:58

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Unclassified Sales Voucher

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
SS-003	Testing	01/09/2009	10,000.00	Sales & Stock
SS-02	ss02	02/09/2002	30,200.00	Sales & Stock
SS-03	ss03	03/09/2002	903,219.00	Sales & Stock
SS0801-00001	Report Testing		1,000.00	Sales & Stock
SSTEST001	Testing Purpose		10,000.00	Sales & Stock
SS-02	~02		10,000.00	Sales & Stock
SS-03	~03	03/09/2002	10,000.00	Sales & Stock

Original Sales Voucher

Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
SS-001	Testing	26/09/2008	10,000.00	610.00	Sales & Stock
SS-002	Testing	28/09/2008	10,000.00	484.00	Sales & Stock
SS-01	ss01	01/09/2002	20,000.00	10.00	Sales & Stock
SS0002	0002	02/09/2002	10,000.00	1,700.00	Sales & Stock
SS00002	00002	02/09/2001	10,000.00	8,000.00	Sales & Stock
SS00004	00004	04/09/2001	10,000.00	6,000.00	Sales & Stock
SS00007	00007	07/09/2001	10,000.00	1,500.00	Sales & Stock
SS000001	000001	02/09/2002	100,000.00	487.00	Sales & Stock

4. Users may follow **User Procedures Step 5 – 12** of Unclassified Sales Voucher to add, edit or delete item details of the original voucher.

5. Click **[Save]** button to save the changes.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本
Current School Year: 2002 8 September 2003 18:00

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Sales Stock

Voucher Date (DDMMYYYY) 28/09/2008 Voucher Amount \$10,000.00
Voucher No. SS-002 Entered Amount \$484.00
Voucher Particulars Testing
Voucher Grouping Original Voucher

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Selling Price
Analysis Code ENQUIRYA1 - ENQUIRYA1 Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	TRAINING	TRAINING	N/A	N/A	240.00	UNIT	480.00
2	TRAINING	TRAINING	N/A	N/A	1.00	UNIT	2.00
3	TRAINING	TRAINING	N/A	N/A	1.00	UNIT	2.00

Delete Save Back

Sales Adjustment Voucher

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Stock Out Details]** tab.
3. Click **Voucher No.** hyperlink of Sales Adjustment Voucher.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本

Current School Year: 2002 8 September 2003 18:02

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Bookkeeping
Staff Cost
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Pre-Year End
Year End
Enquiry
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Daily Coll. Summary
Non-Recurent G
Report Management
Data Management
Customization

Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount	Total Entered Amount	Generated From
SS0007	ss0004	0007	07/09/2002	20,000.00	5.00	Sales & Stock
SS092007-04	SS092007-03	Stock Sales Adjustment Voucher	12/09/2007	5,800.00	4,920.00	Sales & Stock
SS092003-005	SS092003-001	STOCK SALES ADJUSTMENT VOUCHER (LIFO)	10/09/2003	1,880.00	940.00	Sales & Stock
SS12002-001	SS102002-003	ADJUSTMENT VOUCHER	01/11/2002	580.00	482.00	Sales & Stock
SSAD102	ssadj01	12/09/2002	12/09/2002	20,000.00	6.00	Sales & Stock
SSFS0604-02	ssfs0604-03		03/09/2002	120,000.00	300.00	Sales & Stock

Complete

4. Users may follow **User Procedures Step 5 – 12** of Unclassified Sales Voucher to add, edit or delete item details of the adjustment voucher.
5. Click **[Save]** button to save the changes.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 05/09/2003 15:01 Logout | Help | 中文版本
Current School Year: 2002 8 September 2003 18:04

[S-FSS08-02] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Edit Sales Stock

Voucher Date (DDMMYYYY) 12/09/2007 This Voucher Amount \$1,000.00
Voucher No. SS09/2007-04 Total Voucher Amount \$5,800.00
Voucher Particulars Stock Sales Adjustment Voucher Total Entered Amount \$4,920.00
Voucher Grouping Adjustment Voucher Original Voucher No. SS09/2007-03

Item Details

Category Code ALL Quantity
Stock Code ABCEDFGXYZ - ABCEDFGXYZ Unit UNIT
Description ABCEDFGXYZ Unit Selling Price
Analysis Code ENQUIRYA1 - ENQUIRYA1 Amount \$
Location N/A - Not Applicable Remarks

Add Reset

Line No.	Stock Code	Stock Description	Analysis Code	Location	Quantity	Unit	Amount \$
1	FIPO	First In First Out Method	SENIOR	GENERAL	240.00	UNIT	4,800.00
2	FIPO	First In First Out Method	SENIOR	GENERAL	2.00	UNIT	40.00
3	LIPO	Last In First Out Method	MATRI	GENERAL	2.00	UNIT	40.00
4	WAVERAGE	Weighted Average Method	JUNIOR	GENERAL	2.00	UNIT	40.00

Delete Save Back

5



Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the stock item details is saved.
2. Once the item detail is saved, the voucher grouping of the voucher cannot be changed anymore.
3. Users can complete the voucher if all the information has been entered.



Notes

1. If voucher grouping is an original voucher, there is no need to fill in the original voucher no.
2. If voucher grouping is an adjustment voucher, the following points should be noted.
 - a. Users have to enter the original voucher no. directly. And this original voucher no. must be in "Complete" status.
 - b. If users click **[Search]** button to search for voucher no., a pop-up window will appear. To limit the scope of searching, users can enter the voucher date or/and voucher no. range and then click **[Search]** button. Subsequently, all completed vouchers with users defined criteria will be listed out in the drop-down list box. Users can select the voucher no. by clicking **[Select]** button. And the selected voucher no. will be copied over

to the Stock Out Details screen and the pop-up window will be closed automatically.

3. For voucher newly created in Sales and Stock Module or voucher newly transmitted from Bookkeeping Module, it will be set to “Incomplete” and appeared as Voucher Grouping “Unclassified” in Stock Out Details. Users should fill in Stock Out Details for this voucher.
4. To add or edit item details, Category Code, Stock Code, Quantity and Amount are mandatory fields and they are required to be entered.
5. The amount entered for Stock Out Details must not exceed the balance of the voucher amount.
6. When adding or editing an item details, if the item amount entered exceeds the balance of the voucher amount, error message will be prompted. Users may choose to edit the input information or abort the action.
7. When adding or editing an item details, if insufficient stocks for subsequent sales or write-off will be resulted, error message will be prompted. Users may choose to edit the input information or abort the action.
8. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping, users are still allowed to create Receipt Voucher with Sales and Stock Voucher Prefix, e.g. ‘SS’, in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock after voucher posting in Bookkeeping Module. Users should update these vouchers with Stock Out Details in Stock and Stock Module. After that, users should ‘Complete’ these vouchers in Sales and Stock before the Year End process of Bookkeeping.
9. Adjustment Voucher is used to adjust the voucher amount and add / edit / delete Stock Out Details of a “Completed” original voucher.

Complete Sales Voucher



Function Description

This function allows users to complete sales vouchers of all kinds of voucher grouping. Users are recommended to complete a sales voucher after they have finished filling in Stock Out Details of that voucher. No modification on the Stock Out Details is allowed after the voucher has been set to “Completed”. In case the voucher amount of an original voucher is not enough for registering stock items, users may complete the original voucher first, then create an adjustment voucher and attach this adjustment voucher to that completed original voucher to increase the voucher amount. For year-end closing of an accounting year, all vouchers of that accounting year must be completed.



Pre-requisites

1. “Incomplete” stock sales voucher in Sales and Stock Module must exist in the system.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Stock Out Details]** tab.
3. Select the voucher to be completed. Users can select one or more vouchers to be completed at the same time.

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File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 23/07/2003 14:06 Logout | Help | 中文版本

Current School Year: 2002 23 July 2003 19:06

[S-FSS08-01] FMP > Sales & Stock > Maintenance > Stock Out Details

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Unclassified Sales Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Generated From
<input type="checkbox"/>	SS08.01-00001	Report Testing	01/01/2008	1,000.00	Sales & Stock

Original Sales Voucher

	Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Voucher Amount \$	Entered Amount \$	Generated From
<input type="checkbox"/>	SS0002	0002	02/09/2002	10,000.00	1,700.00	Sales & Stock
<input type="checkbox"/>	SS0000001	0000001	02/09/2002	100,000.00	487.00	Sales & Stock
<input type="checkbox"/>	SS0001	ED001	01/09/2002	310,000.00	100,090.00	Sales & Stock
<input type="checkbox"/>	SS0002	ED002	02/10/2002	900,000.00	9,900.00	Sales & Stock
<input type="checkbox"/>	SSMESSAGE2	MESSAGE2	02/09/2002	10,000.00	5,000.00	Sales & Stock

Sales Adjustment Voucher

	Voucher No.	Original Voucher No.	Voucher Particulars	Voucher Date (DD/MM/YYYY)	Total Voucher Amount \$	Total Entered Amount \$	Generated From
<input type="checkbox"/>	SS0007	ss0004	0007	07/09/2002	20,000.00	5.00	Sales & Stock
<input type="checkbox"/>	SS112002-001	SS112002-001	ADJUSTMENT VOUCHER	01/11/2002	580.00	482.00	Sales & Stock
<input type="checkbox"/>	SSADJ02	ssad	09/2002	12/09/2002	20,000.00	6.00	Sales & Stock
<input checked="" type="checkbox"/>	SSFSS0604-02	SSFSS0604-02	SSFSS0604-03	03/09/2002	120,000.00	300.00	Sales & Stock

Complete

4. Click **[Complete]** button.



Post-effects

1. To mark the voucher as “Complete”, users can select one or more vouchers from the list and click the **[Complete]** button. The system will prompt for confirmation. Once confirmed, the system will change the selected Sales Voucher to “Complete” Status.
2. Completed sales voucher will not be listed in Stock Out Details page.
3. No Stock Out Details can be updated for a completed sales voucher.



Notes

1. Users can complete an unclassified sales voucher without classifying into original or adjustment voucher.
2. All vouchers must be completed before year-end closing.
3. To adjust the voucher amount and update the Stock Out Details of a completed original voucher, adjustment voucher may be used.

4. To set completed voucher back to incomplete status, please refer to Chapter 2.2.3 Sales Voucher.

2.2.5 Write-Off Stock

Partial Write-off

Function Description

This function allows users to write-off stock partially. Users should write-off stock partially if part of the purchased stock items registered in a voucher is broken, loss or no longer functioning. Users may consider using batch write-off if all stock items registered in a voucher need to be written-off.



Pre-requisites

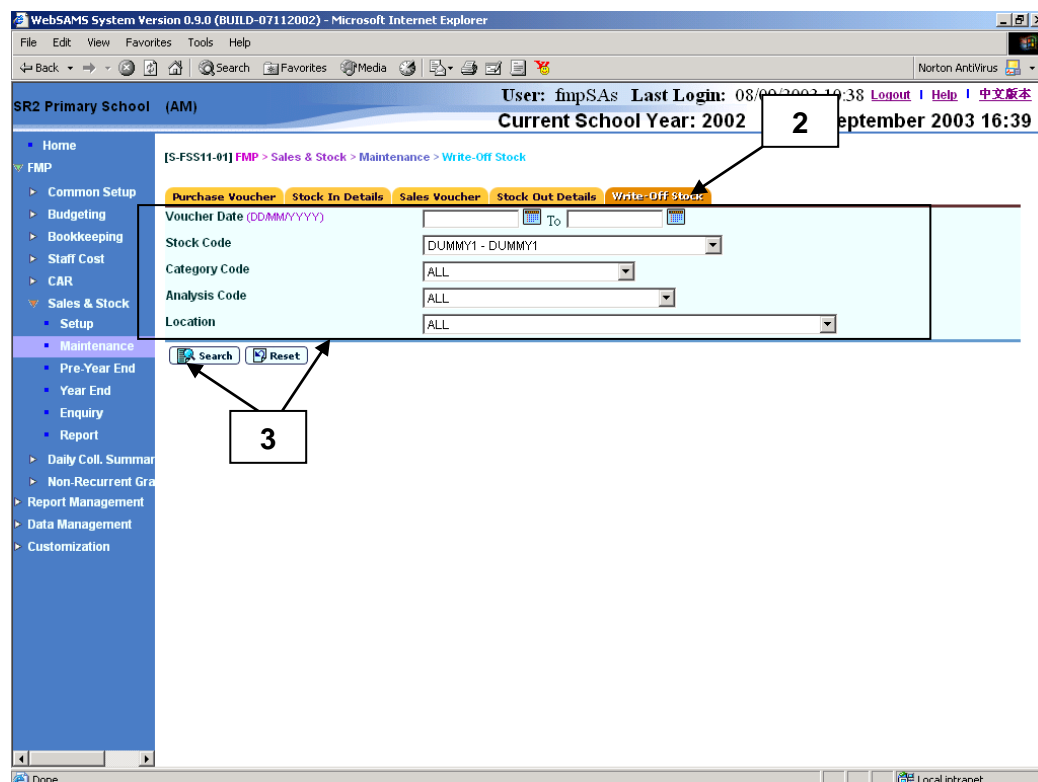
1. The stock items to be written-off must exist in the system.



User Procedures

Add Write-off Transaction

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Write-Off Stock]** tab.
3. Enter the search criteria and click the **[Search]** button to search for stock records.



4. A list of matched stock records is shown.

5. Click the **Stock Code** hyperlink to view the stock details. The purchase, sales and write-off details will be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout Help 中文版本

Current School Year: 2002 9 September 2003 16:40

[S-FSS11-02] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMM/YYYY) To

Stock Code DUMMY1 - DUMMY1

Category Code ALL

Analysis Code ALL

Location ALL

Search Reset

Stock Code	English Description	Chinese Description	Category Code	Analysis Code	Quantity				On Hand Amount \$
					Purchase	Sales	Write-Off	On Hand	
DUMMY1	DUMMY1	DUMMY1	ENQUIRY	N/A	221.00	11.00	4.00	206.00	1106.00
DUMMY1	DUMMY1	DUMMY1	ENQUIRY	DUMMY1	10.00	0.00	1.00	9.00	9.00
DUMMY1	DUMMY1	DUMMY1	ENQUIRY	DUMMY2	10.00	0.00	10.00	0.00	0.00
DUMMY1	DUMMY1	DUMMY1	ENQUIRY	VOUCHERT1	10.00	2.00	0.00	8.00	80.00

6. Click the hyperlink next to Voucher Date to add write-off records. A page with 5 blank lines will be displayed. Users may enter one or more new write-off records at the same time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout Help 中文版本

Current School Year: 2002 9 September 2003 16:40

[S-FSS11-03] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code DUMMY1 Category Code ENQUIRY

Description DUMMY1 Analysis Code N/A

	Voucher Date (DDMM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
			Purchase	Sales	Write-Off	On Hand			
<input type="checkbox"/>	02/12/2002	SP0002	100.00	0.00	0.00	100.00	1000.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	01/12/2002	SP0001	121.00	11.00	4.00	106.00	106.00	N/A	<input type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
Note 2: Partial write-off - please click the hyperlink for that particular location.

Batch Write-off Back

7. Input the **Write-off Date**, **Write-off Quantity** and **Write-off Reason**.

8. Click **[Save]** button and confirm the operation.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout Help 中文版本

Current School Year: 2002 9 September 2003 16:41

[S-FSS11-05] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

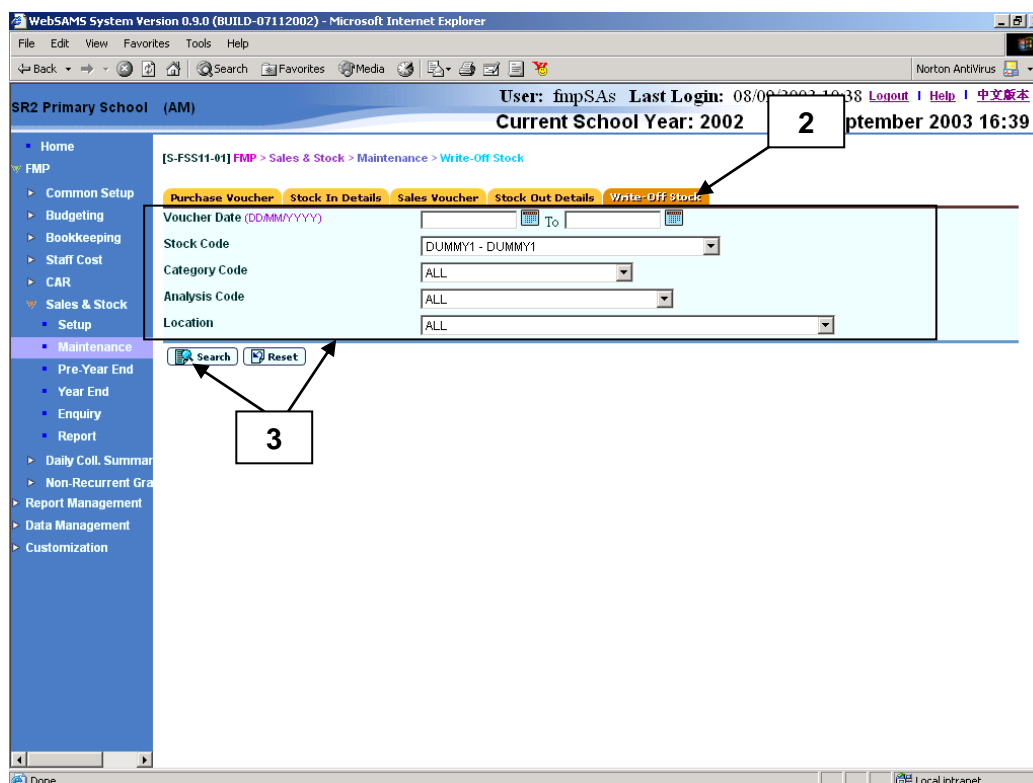
Stock Code	DUMMY1	Voucher Date (DD/MM/YYYY)	02/12/2002
Description	DUMMY1	Voucher No.	SP0002
Category Code	ENQUIRY	Entered Amount	\$1000.00
Analysis Code	N/A	Purchase Quantity	100.00
Write-off Quantity	0.00	On Hand Quantity	100.00

	Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
1	08/12/2002	5	Broken
2	09/12/2002	4	Loss
3			
4			
5			

Save Delete Reset Back

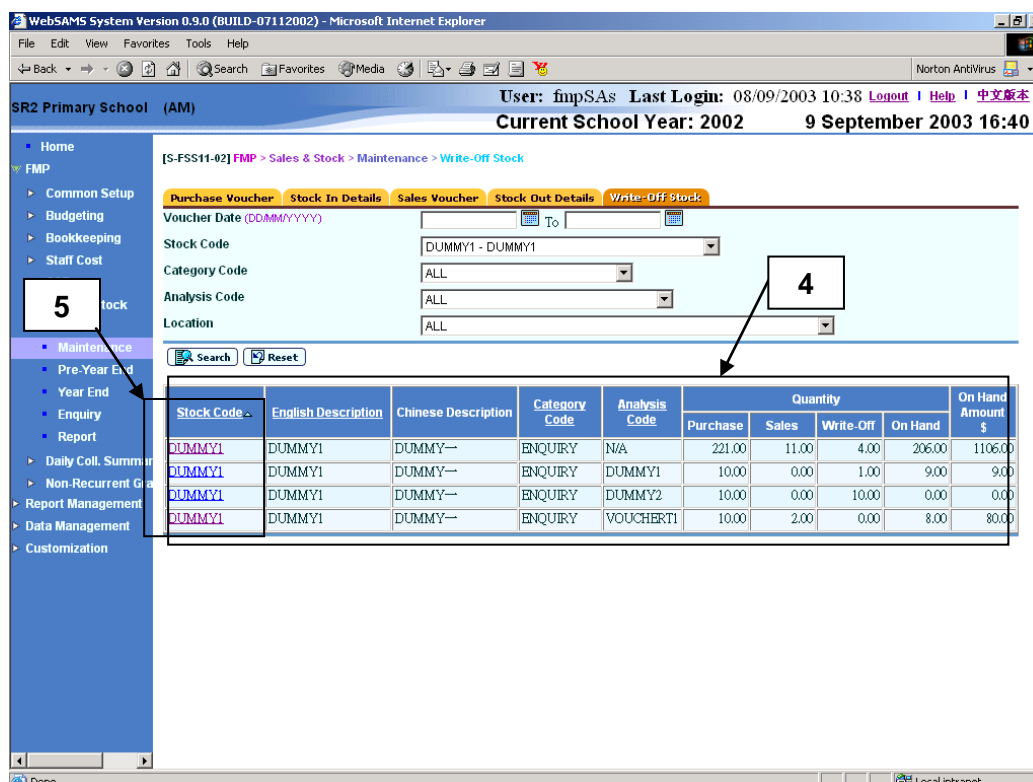
Edit Write-off Transaction

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.
2. Click **[Write-Off Stock]** tab.
3. Enter the search criteria and click the **[Search]** button to search for stock records.



4. A list of matched stock records is shown.

5. Click the **Stock Code** hyperlink to view the stock details. The purchase, sales and write-off details will be displayed.



6. Click the hyperlink next to Voucher Date to edit write-off records. A page with existing write-off records and 5 blank lines will be displayed. Users may update existing write-off records and enter one or more new write-off records.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本
Current School Year: 2002 9 September 2003 16:40

[S-FSS11-03] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code DUMMY1 Category Code ENQUIRY
Description DUMMY1 Analysis Code N/A

	Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status
			Purchase	Sales	Write-Off	On Hand			
<input type="checkbox"/> 1	02/12/2002	SP0002	100.00	0.00	0.00	100.00	N/A	<input type="checkbox"/>	
<input type="checkbox"/> 2	01/12/2002	SP0001	121.00	11.00	4.00	106.00	N/A	<input type="checkbox"/>	

Note: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
Note: Batch write-off - please click the hyperlink for that particular location.

Batch Write-off < Back

7. Update **Write-off Quantity** and **Write-off Reason**.

8. Click **[Save]** button and confirm the operation.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本
Current School Year: 2002 9 September 2003 16:43

[S-FSS11-05] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code DUMMY1 Voucher Date (DD/MM/YYYY) 01/12/2002
Description DUMMY1 Voucher No. SP0001
Category Code ENQUIRY Entered Amount \$121.00
Analysis Code N/A Purchase Quantity 121.00
Write-off Quantity 4.00 On Hand Quantity 106.00

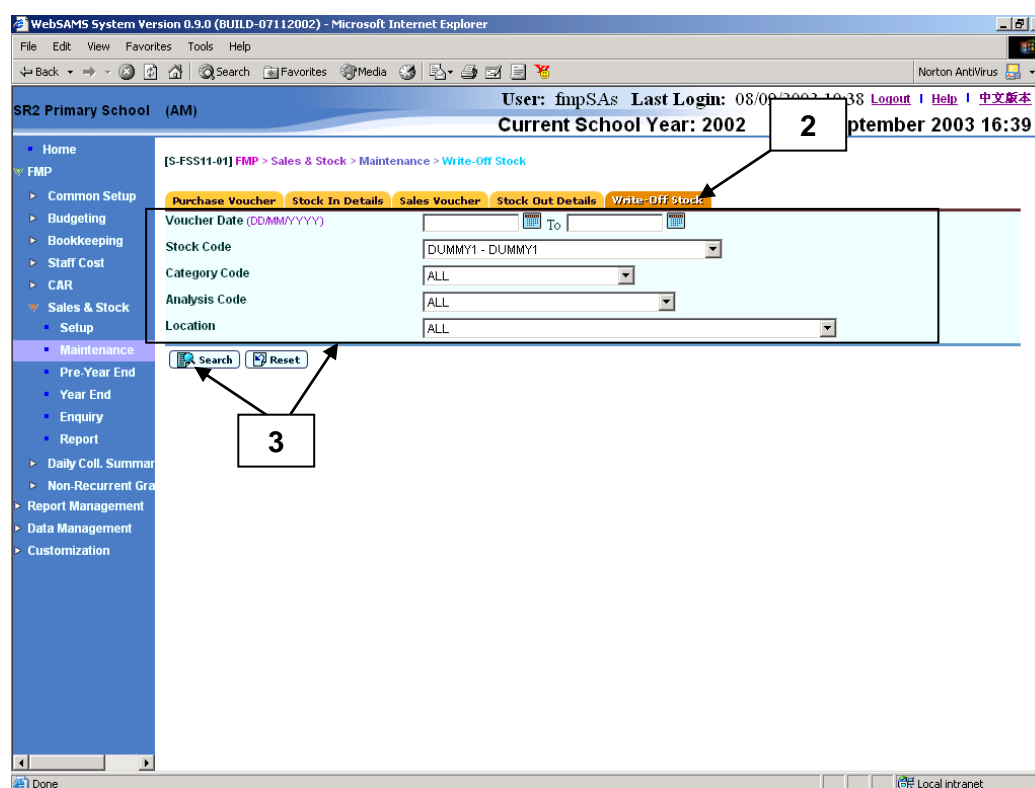
	Write-off Date (DD/MM/YYYY)	Write-off Quantity	Write-off Reason
<input type="checkbox"/> 1	07/12/2002	1.00	[Broken]
<input type="checkbox"/> 2	06/12/2002	1.00	[Loss]
<input type="checkbox"/> 3	05/12/2002	1.00	[Broken]
<input type="checkbox"/> 4	04/12/2002	1.00	[Loss]
<input type="checkbox"/> 5			
<input type="checkbox"/> 6			
<input type="checkbox"/> 7			
<input type="checkbox"/> 8			
<input type="checkbox"/> 9			

Save Delete Reset Back

Delete Write-off Transaction

1. Click **[FMP]** → **[Sales & Stock]** → **[Maintenance]** from the left menu.

2. Click **[Write-Off Stock]** tab.
3. Enter the search criteria and click the **[Search]** button to search for stock records.



4. A list of matched stock records is shown.
5. Click the **Stock Code** hyperlink to view the stock details. The purchase, sales and write-off details will be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本
Current School Year: 2002 9 September 2003 16:40

[S-FSS11-02] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMMYYYY) To

Stock Code DUMMY1 - DUMMY1

Category Code ALL

Analysis Code ALL

Location ALL

Search Reset

5

4

Stock Code	English Description	Chinese Description	Category Code	Analysis Code	Quantity			On Hand Amount \$	
					Purchase	Sales	Write-Off		
DUMMY1	DUMMY1	DUMMY--	ENQUIRY	N/A	221.00	11.00	4.00	206.00	1106.00
DUMMY1	DUMMY1	DUMMY--	ENQUIRY	DUMMY1	10.00	0.00	1.00	9.00	9.00
DUMMY1	DUMMY1	DUMMY--	ENQUIRY	DUMMY2	10.00	0.00	10.00	0.00	0.00
DUMMY1	DUMMY1	DUMMY--	ENQUIRY	VOUCHERT1	10.00	2.00	0.00	8.00	80.00

6. Click the hyperlink next to Voucher Date to delete write-off records. A page with existing write-off records and 5 blank lines will be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本
Current School Year: 2002 9 September 2003 16:40

[S-FSS11-03] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code DUMMY1 Category Code ENQUIRY
Description DUMMY1 Analysis Code N/A

6

	Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status	
			Purchase	Sales	Write-Off	On Hand				
<input type="checkbox"/>	1	02/12/2002	SP0002	100.00	0.00	0.00	100.00	1000.00	N/A	<input type="checkbox"/>
<input type="checkbox"/>	2	01/12/2002	SP0001	121.00	11.00	4.00	106.00	106.00	N/A	<input type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
Note 2: Partial write-off - please click the hyperlink for that particular location.

Batch Write-off Back

7. Select the checkbox next to **Write-off Date** to be deleted. Users can delete one or more write-off records to be deleted at the same time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 08/09/2003 10:38 Logout | Help | 中文版本

Current School Year: 2002 9 September 2003 16:44

[S-FSS11-05] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code	DUMMY1	Voucher Date (DDMMYYYY)	01/12/2002
Description	DUMMY1	Voucher No.	SP0001
Category Code	ENQUIRY	Entered Amount	\$121.00
Analysis Code	N/A	Purchase Quantity	121.00
Write-off Quantity	4.00	On Hand Quantity	106.00

	Write-off Date (DDMM/YYYY)	Write-off Quantity	Write-off Reason
<input checked="" type="checkbox"/>	07/12/2002	1.00	Broken
<input checked="" type="checkbox"/>	06/12/2002	1.00	Loss
<input checked="" type="checkbox"/>	05/12/2002	1.00	Broken
<input type="checkbox"/>	04/12/2002	1.00	Loss
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Save Delete Reset Back

8. Click **[Delete]** button and confirm the operation.



Post-effects

1. The specified quantity of the selected stock item will be written-off.



Notes

Add Write-off Transaction

1. Write-off Date and Write-off Quantity are mandatory fields and they are required to be entered.
2. At most 5 write-off records can be added at the same time. Please add write-off records again if users want to add more than 5 write-off records.
3. Write-off Date cannot be earlier than Voucher Date.
4. Write-off Quantity cannot be more than on-hand quantity.
5. Duplicated Write-off Date for the same purchase voucher is not allowed. Instead, users can update the existing write-off record to make the changes.
6. If insufficient stocks for subsequent sales or write-off will be resulted, error message will be prompted.

Edit Write-off Transaction

1. Write-off Quantity is a mandatory field and it is required to be entered.
2. Write-off Date is not editable.

3. Write-off Quantity cannot be more than on-hand quantity.
4. If the accounting year of the entered write-off date is already closed or does not exist, error message will be prompted out. Users may choose to edit the input information or abort the action.
5. If insufficient stocks for subsequent sales or write-off will be resulted, error message will be prompted.

Batch Write-off



Function Description

This function allows users to write-off stock items in batch. Users should batch write-off purchased stock items if all the stock items are broken, loss or no longer functioning. This function is only favorable if users aim to write-off all stock items in batch, otherwise, users may consider using partial write-off to write-off certain amount of stock items instead.



Pre-requisites

1. The stock items to be written-off must exist in the system.



User Procedures

1. Click **[FMP] → [Sales & Stock] → [Maintenance]** from the left menu.
2. Click **[Write-Off Stock]** tab.
3. Enter the search criteria and click the **[Search]** button to search for stock records.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 14:05

[S-FSS11-01] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMMYYYY) 01/01/2000 To 01/01/2009

Stock Code ALL

Category Code EXBK - Exercise Book

Analysis Code ALL

Location ALL

Search Reset

4. A list of matched stock records is shown. Click the **Stock Code** hyperlink to view the stock details. The purchase, sales and write-off details will be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 14:09

[S-FSS11-02] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Voucher Date (DDMMYYYY) 01/01/2000 To 01/01/2009

Stock Code ALL

Category Code EXBK - Exercise Book

Analysis Code ALL

Location ALL

Search Reset

Stock Code	English Description	Chinese Description	Category Code	Analysis Code	Quantity				On Hand Amount \$
					Purchase	Sales	Write-Off	On Hand	
FF00001	Maths Bk Book	格仔簿	EXBK	N/A	2462.00	1941.00	1.00	520.00	583.38
FSS0303	FSS0303	FSS0303	EXBK	N/A	200.00	170.00	0.00	30.00	90.00
FSS0303	FSS0303	FSS0303	EXBK	MATRI	400.00	0.00	0.00	400.00	460.00

5. Select the checkbox(es) of Voucher No(s) to be written-off. Users can select one or more vouchers to be written-off at the same time. Checkbox is disabled when there is no stock on hand available for batch write-off.

6. Click **[Batch Write-Off]** button to write-off all the remaining stocks on hand of the selected vouchers.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 14:10

[S-FSS11-03] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code EB00001 Category Code EXBK
Description Maths Ex Book Analysis Code N/A

	Voucher Date (DD/MM/YYYY)	Voucher No.	Quantity				On Hand Amount \$	Location	Complete Status	
			Purchase	Sales	Write-Off	On Hand				
<input type="checkbox"/>	1	31/10/2002	SP102002-005	500.00	0.00	1.00	499.00	557.40	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	21/10/2002	SP102002-004	2.00	0.00	0.00	2.00	2.23	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3	21/10/2002	SP102002-004	300.00	281.00	0.00	19.00	23.75	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	14/10/2002	SP102002-003	400.00	400.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	10/10/2002	SP102002-002	260.00	260.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	01/10/2002	SP102002-001	1000.00	1000.00	0.00	0.00	0.00	N/A	<input checked="" type="checkbox"/>

Note 1: Batch write-off - please select the checkbox of that particular location and click the Batch Write-Off button.
Note 2: Partial write-off - please click the hyperlink for that particular location.

Batch Write-off Back

7. Fill in **Write-off Date** and **Write-off Reason**.

8. Click **[Save]** button and confirm the operation.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 14:13

[S-FSS11-04] FMP > Sales & Stock > Maintenance > Write-Off Stock

Purchase Voucher Stock In Details Sales Voucher Stock Out Details Write-Off Stock

Stock Code EB00001 Category Code EXBK
Description Maths Ex Book Analysis Code N/A

Voucher Date (DDMMYYYY)	Voucher No.	Purchase	Sales	Write-Off	On Hand	On Hand Amount \$	Location	Complete Status
21/10/2002	SP102002-004	300.00	281.00	0.00	19.00	23.75	N/A	<input checked="" type="checkbox"/>

Write-off Date (DDMMYYYY) 01/11/2002 Write-off Quantity 19.00

Write-off Reason All Math Exercise Book are broken.

Save Back



Post-effects

1. The stock balance(s) of the selected voucher(s) is / are written-off.



Notes

1. Write-off Date is a mandatory field and it is required to be entered.
2. Write-off Date cannot be earlier than the Voucher Date.
3. If the accounting year of the entered write-off date is already closed or does not exist, error message will be prompted out. Users may choose to edit the input information or abort the action.
4. If duplicated write-off record on the same stock item for a certain voucher (i.e. with the same write-off date) is found, the system will prompt error message and users are not allowed to continue the write off action. Instead, users can update the existing write-off record to make the changes.

2.3 Pre-Year End



Function Description

This function allows users to select any of the opened accounting years in Sales and Stock Module and perform pre-year end checking for preparation of Year End Process. There are three stages of Year End process for different purposes: Pre-Year End, Provisional Year End and Final Year End (as detailed in Chapter 2.4). The purpose of Pre-Year End is for generating pre-year end reports for users to ensure the sales and stock details are correct before proceeding to Year End Process. Provisional Year End process allows users to perform provisional year-end checking on an opened accounting year. Final Year End is the stage of final close of accounting year. Once it is closed, no stock details can be changed in Sales and Stock Module afterwards.



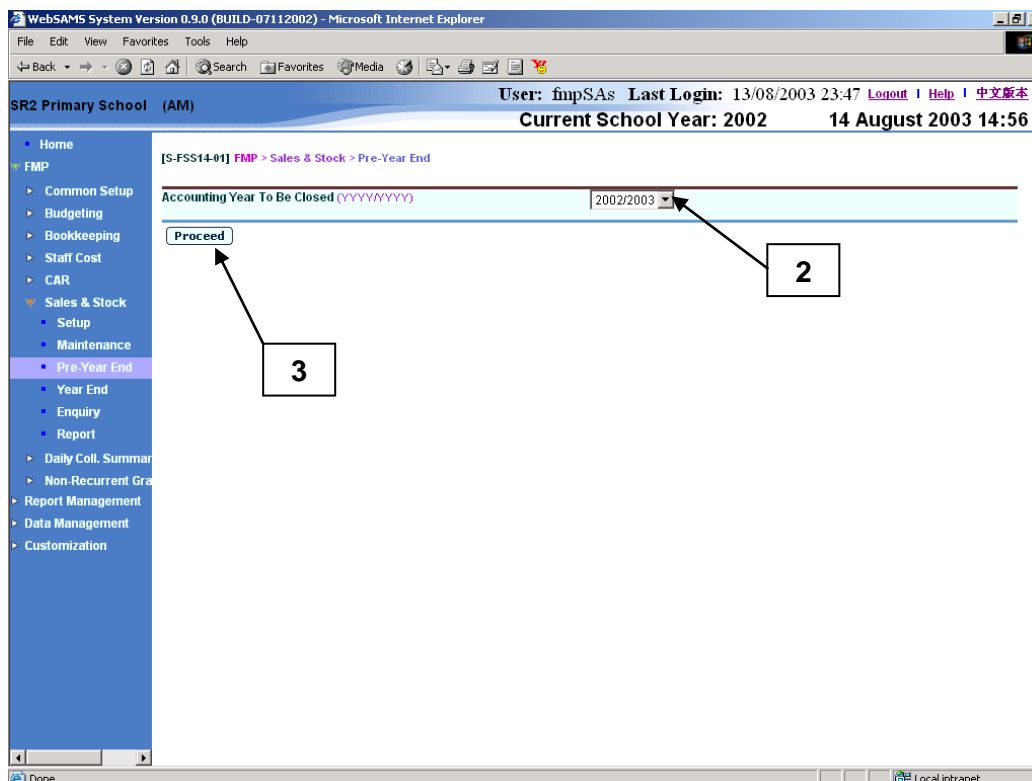
Pre-requisites

1. Opened accounting year exists in Sales and Stock Module.
2. All purchase and sales vouchers of the selected accounting year must be completed.

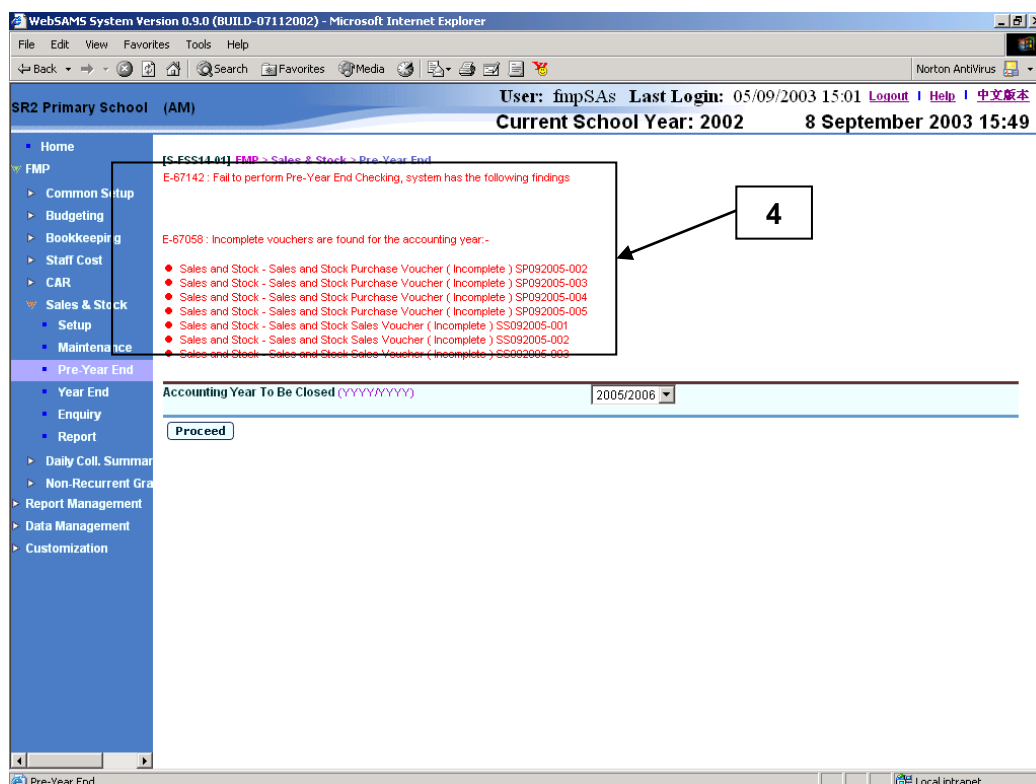


User Procedures

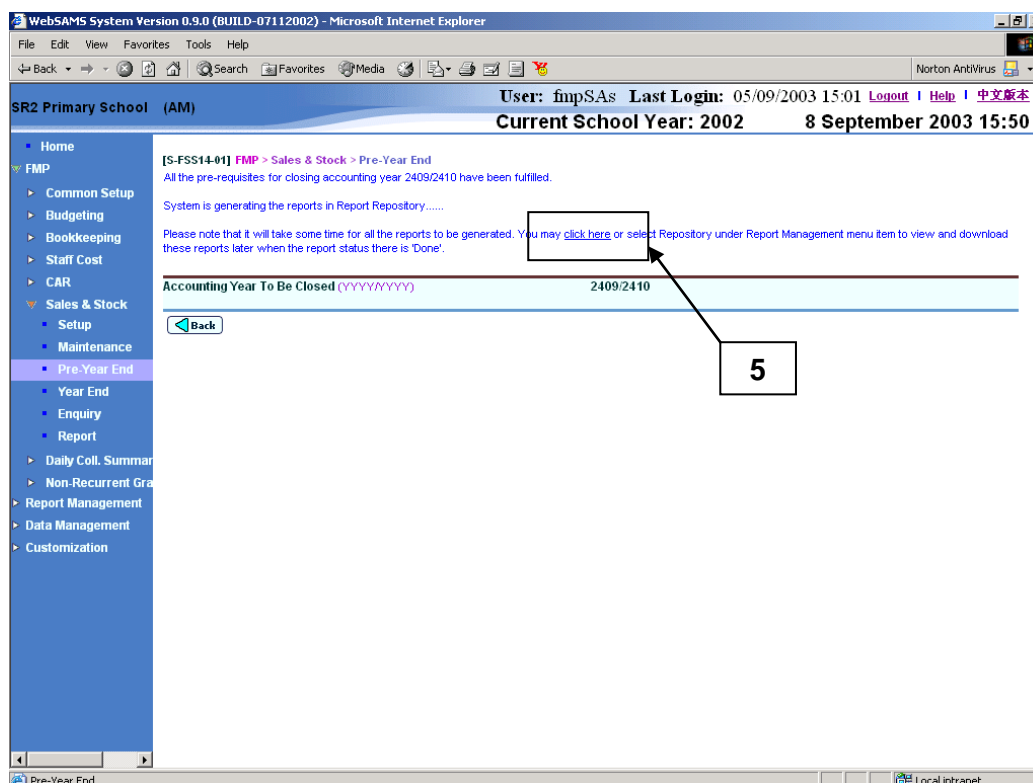
1. Click **[FMP] → [Sales & Stock] → [Pre-Year End]** from the left menu.
2. All “Open” accounting years in Sales and Stock Module will be listed in the drop-down list box. Select the accounting year from the drop-down list box to perform pre-year end process.
3. Click **[Proceed]** button.



4. If outstanding items exist (e.g. vouchers not completed), error message will be displayed and pre-year end process cannot be carried out.



5. If no outstanding item exists, pre-year end reports will be generated in Report Management – Repository. Users may click the hyperlink to link to Report Management – Repository to view the reports.



Post-effects

1. Pre-year end reports will be generated in Report Management – Repository.



Notes

1. Only opened accounting years in Sales and Stock Module will be available in the drop-down list box.
2. The system will list out an error message if an incomplete voucher is found. Pre-year end process will not be able to proceed before users clear all errors prompted. Users are not allowed to perform pre-year end process if these outstanding transactions have not yet been rectified.
3. After pre-year end process, the following list of pre-year end reports will be generated for users to verify and ensure all sales and stock details are correct before proceeding to Year End process. Please click the link to go to Report Management – Repository to download reports. The system displays message to notify users when the report generation process is taking place in Report Management. Please note that it will take some time for all the reports to be generated. The reports in Report Management will be ready when the status read as “Done”. Pre-year end reports include:
 - Stock Balance (Group by Category) (R-FSS011B-E)
 - Stock Balance (Group by Stock Code) (R-FSS011A-E)
 - Stock Profit Report (R-FSS009-E)

4. Users should make use of Stock Profit Report (R-FSS009-E) to calculate the profit / loss of that accounting year and manually record the profit / loss amount under Bookkeeping Module.

2.4 Year End

2.4.1 Provisional Year End Closing



Function Description

This function allows users to perform provisional year-end checking on opened accounting year for Sales and Stock Module, so as to check the feasibility of processing final year-end closing. Users are recommended to perform provisional year-end checking before proceeding to final year-end closing.



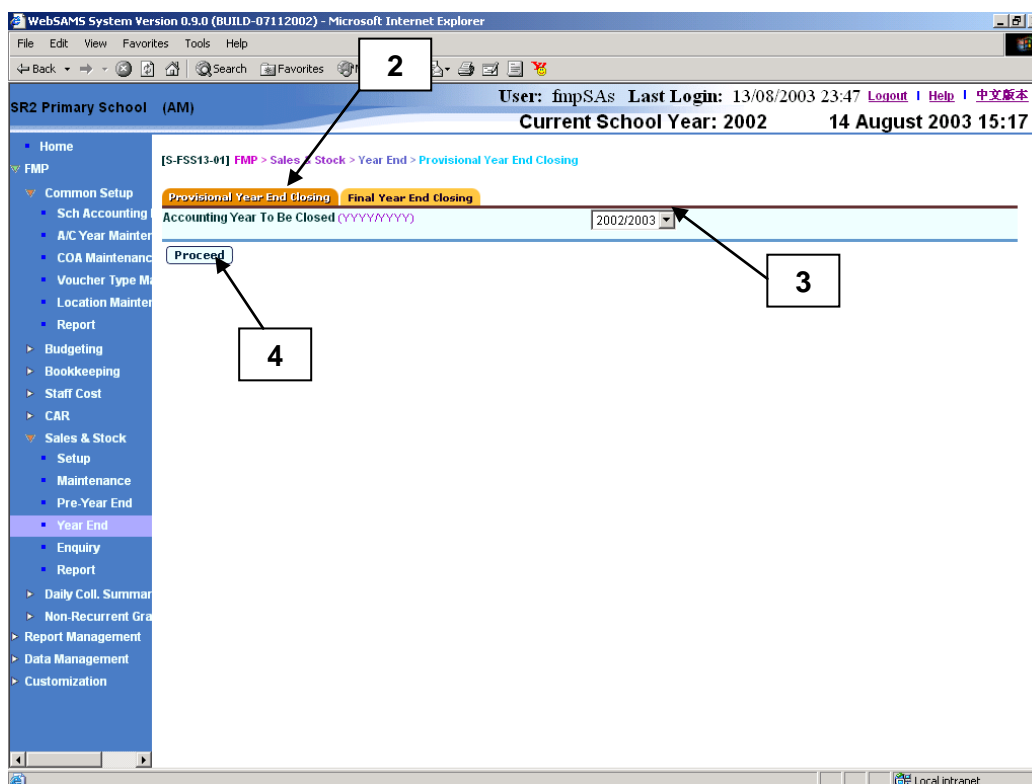
Pre-requisites

1. Opened accounting year exists in Sales and Stock Module.
2. All purchase and sales vouchers of the selected accounting year must be completed.

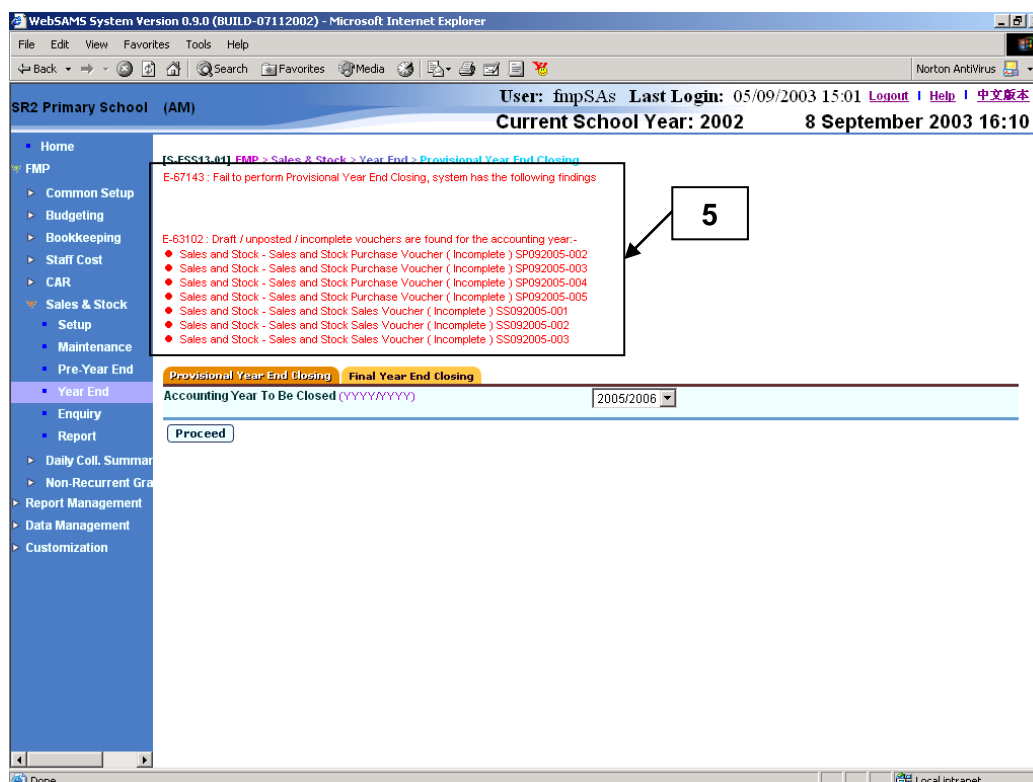


User Procedures

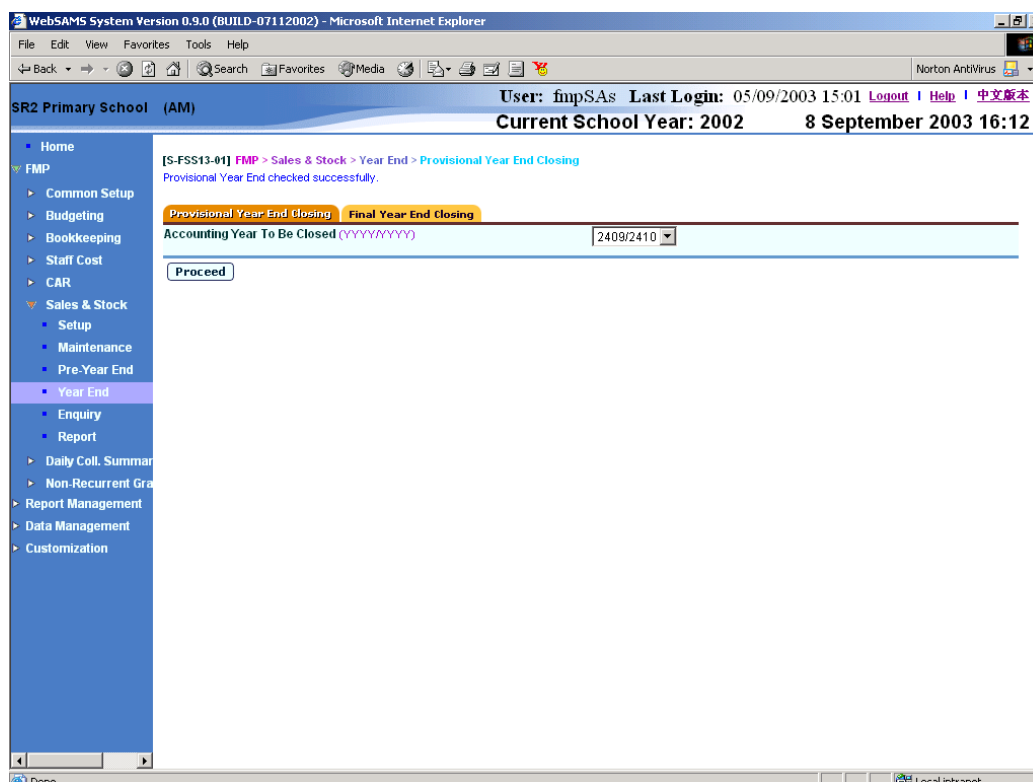
1. Click **[FMP] → [Sales & Stock] → [Year End]** from the left menu.
2. Click **Provisional Year End Closing** tab.
3. All “Open” accounting years will be listed in the drop-down list box. Select the accounting year from the drop-down list box to perform provisional year-end closing process.
4. Click **[Proceed]** button.



5. If outstanding items exist (e.g. vouchers not completed), error message will be displayed and provisional year end process cannot be carried out.



6. If no outstanding item exists, the message "Provisional Year End checked successfully" will be displayed.





Post-effects

1. Users can still maintain stock details under the selected accounting year.



Notes

1. Only opened accounting years in Sales and Stock Module will be available in the drop-down list box.
2. The system will list out an error message if an incomplete voucher is found. Provisional year-end process will not be able to proceed before users clear all the errors prompted.
3. Provisional year-end checking will not generate any year-end reports.

2.4.2 Final Year End Closing



Function Description

This function allows users to select any opened accounting year in Sales and Stock Module to perform final year-end closing. Through this function, accounting year in Sales and Stock Module will be final closed. Final closed accounting year cannot be re-opened. Users are recommended to make sure all purchase, sales and write-off transaction of that accounting year has been completed before perform final year-end closing.



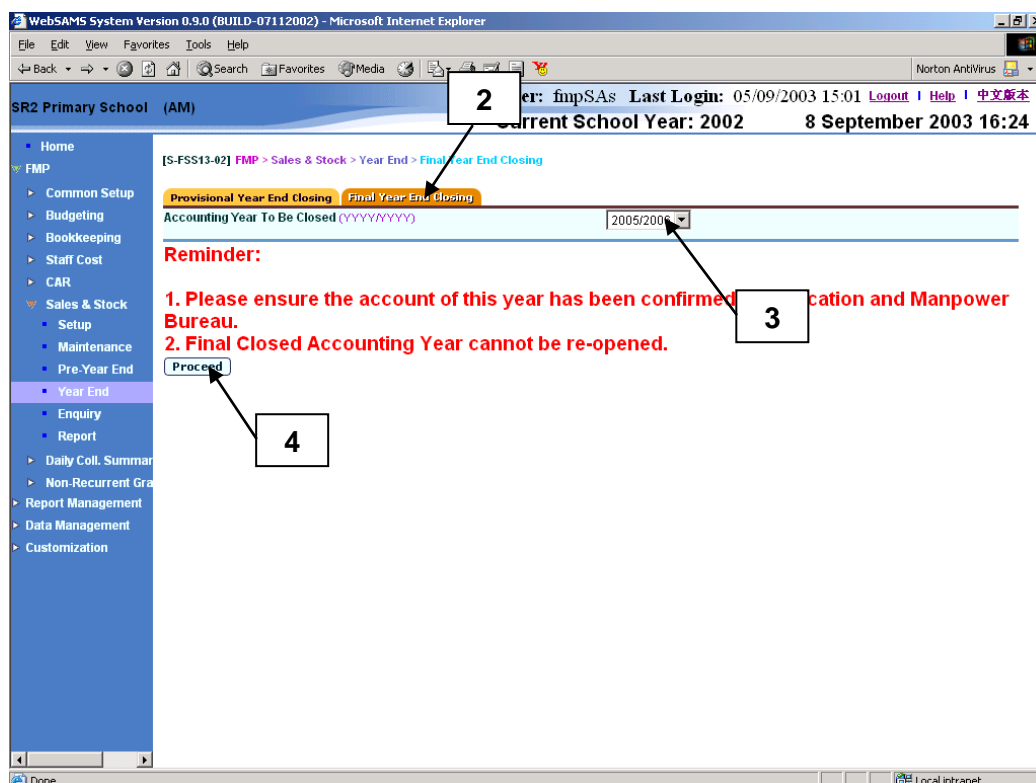
Pre-requisites

1. Opened accounting year exists in Sales and Stock Module.
2. All purchase and sales vouchers of the selected accounting year must be completed.
3. The account of the selected accounting year has been confirmed by Education Bureau.

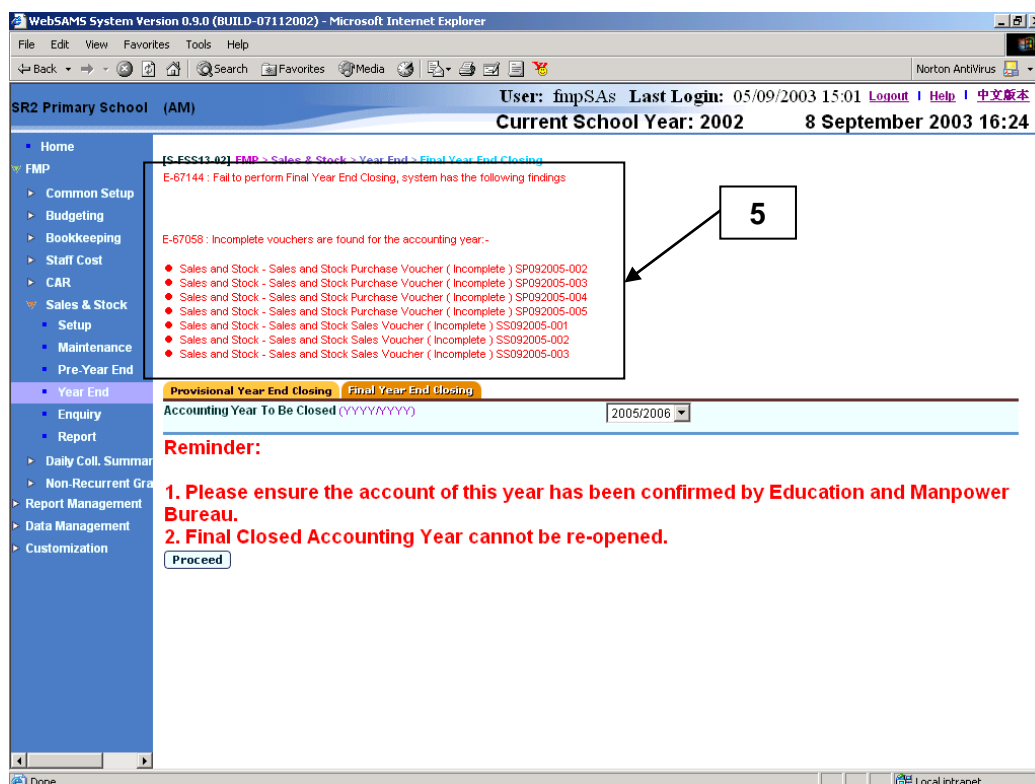


User Procedures

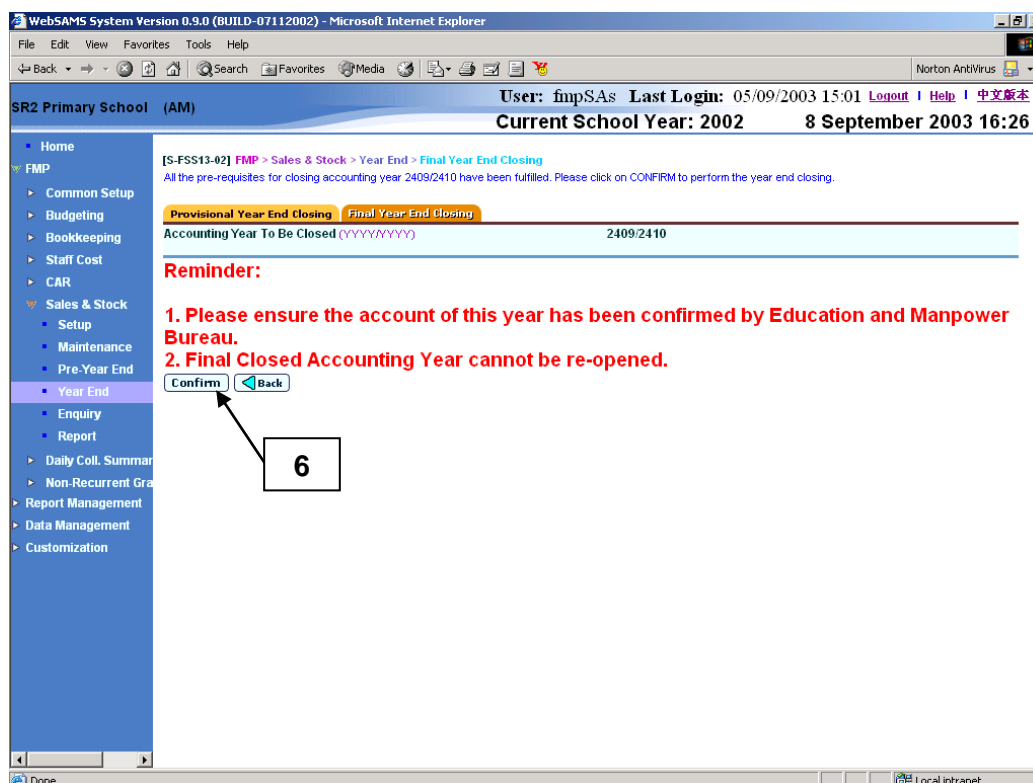
1. Click **[FMP] → [Sales & Stock] → [Year End]** from the left menu.
2. Click **[Final Year End Closing]** tab.
3. All “Open” accounting years will be listed in the drop-down list box. Select the accounting year from the drop-down list box to perform final year-end closing process.
4. Click **[Proceed]** button.



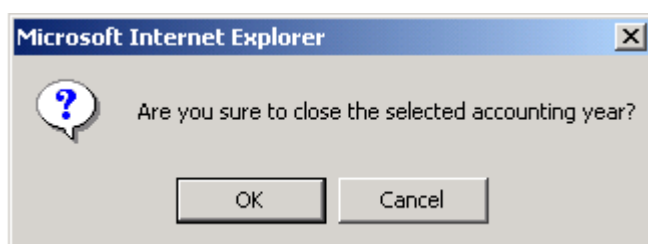
5. If outstanding items exist (e.g. vouchers not completed), error message will be displayed and final year-end process cannot be carried out.



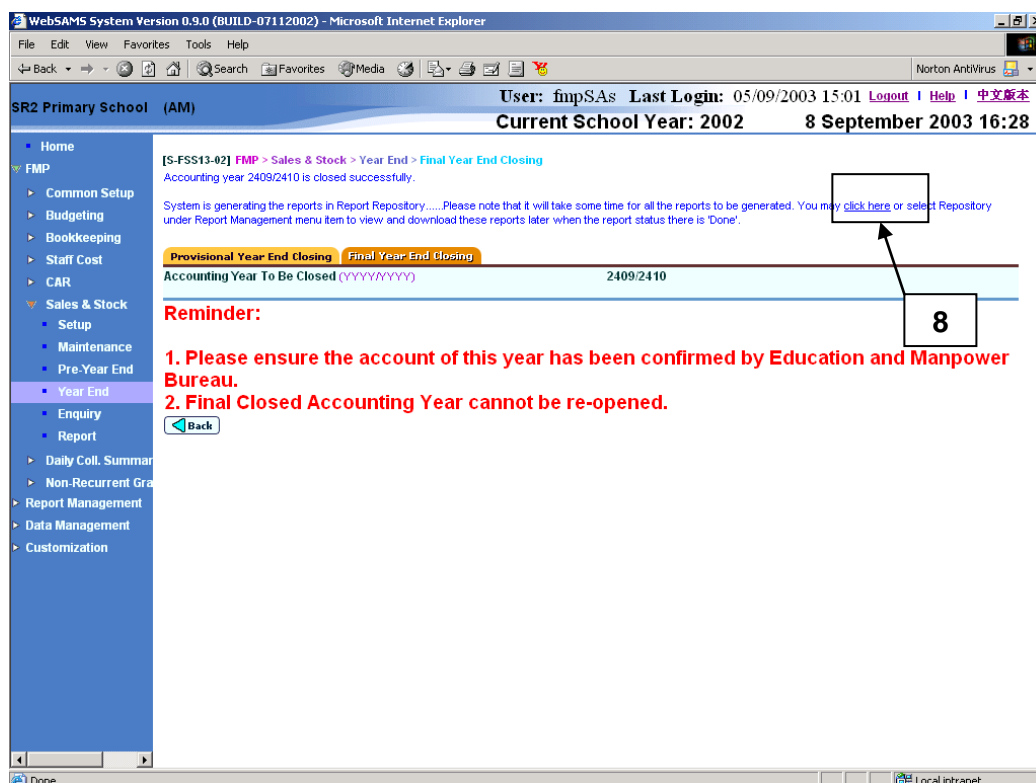
6. If there is no outstanding item, [Confirm] button will appear. Click [Confirm] button to confirm the process.



7. A confirmation message will pop up. Click **[OK]** to proceed or click **[Cancel]** to abort.



8. Final year-end reports will be generated in Report Management – Repository. Accounting year will be closed in Sales and Stock Module. Users may click the hyperlink to link to Report Management – Repository to view the reports.



Post-effects

1. Final year-end reports will be generated in Report Management - Repository.
2. The selected accounting year will be closed and cannot be reopened.
3. In a final closed accounting year, purchase and sales vouchers cannot be generated in Sales and Stock Module and write-off transactions cannot be carried out.



Notes

1. Only opened accounting years in Sales and Stock Module will be available in the drop-down list box.
2. The system will list out an error message if an incomplete voucher is found. Final year-end process will not be able to proceed.
3. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, users are still allowed to create Payment and Receipt Voucher with Sales and Stock Voucher Prefix, e.g. 'SP' and 'SS', in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock after voucher posting in Bookkeeping Module. Users should update these vouchers with Stock In Details and Stock Out Details in Sales and Stock Module. After that, users should 'Complete' these vouchers in Sales and Stock Module before the Year End process of Bookkeeping Module.
4. Final Year-End Closing of Bookkeeping Module will check whether Final Year-End Closing of Sales and Stock Module has already been done. That is

Final Year-End Closing of Sales and Stock Module should be done before Final Year-End Closing of Bookkeeping Module.

5. The Final Year End reports include:
 - Stock Balance (Group by Category) (R-FSS011B-E)
 - Stock Balance (Group by Stock Code) (R-FSS011A-E)
 - Stock Profit Report (R-FSS009-E)
6. When creating a new accounting year in Common Setup Module, the accounting year in Sales and Stock Module will be set to “Opened” status by default. Users can start to maintain stock movement in that accounting year after having the costing method set. However, if the status of the following accounting year (if any) is already closed in Sales and Stock Module, then the status of the newly created accounting year in Sales and Stock Module will be set to “Closed”, i.e. considered as final year-end closed. For example:-
 - a. If accounting year 2003/2004 in Sales and Stock Module is already “Closed”, then accounting year 2002/2003 will be set to “Closed” status in Sales and Stock Module upon creating the accounting year 2002/2003 afterwards.
 - b. If accounting year 2007/2008 in Sales and Stock Module is already “Closed” before users create accounting year 2002/2003, and accounting year in between is not yet created, then accounting year 2002/2003 will be set to “Closed” status in Sales and Stock Module upon creating the accounting year 2002/2003.
 - c. If accounting year 2007/2008 in Sales and Stock Module is already “Closed” and accounting year 2006/2007 is still “Opened”, then accounting year 2002/2003 will be set to “Opened” status in Sales and Stock Module upon creating the accounting year 2002/2003 afterwards.

Under the above examples a & b, users cannot create any purchase and sales vouchers in Sales and Stock Module in the newly created accounting year 2002/2003 to maintain stock movement in that accounting year. However, users may apply what is mentioned in Notes 3 above to create Sales and Stock Payment/ Receipt Vouchers in the newly created accounting year 2002/2003 in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock Module after voucher posting in Bookkeeping Module.

2.5 Enquiry



Function Description

This function allows users to enquire all the purchase, sales and write-off history of the stock in the system.



Pre-requisites

1. Stock Details must exist.



User Procedures

1. Click **[FMP]** → **[Sales & Stock]** → **[Enquiry]** from the left menu.
2. Enter the search criteria and click the **[Search]** button to search for stock record.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

User: fmpSAs Last Login: 05/09/2003 15:01 Logout Help 中文版本

SR2 Primary School (AM) Current School Year: 2002 8 September 2003 15:09

[S-FSS09-01] FMP > Sales & Stock > Enquiry

Home

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report
- Daily Coll. Summa
- Non-Recurrent Gra
- Report Management
- Data Management
- Customization

Category Code: EXBK - Exercise Book

Stock Code: ALL

Analysis Code: ALL

English Description:

Chinese Description:

Search Reset

1

2

Local intranet

3. A list of matched stock records is shown. Same stock may be split into several groups according to the analysis code specified. Click on the **Stock Code** hyperlink to view the stock details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 15:36

[S-FSS09-02] FMP > Sales & Stock > Enquiry

Category Code: EXBK - Exercise Book

Stock Code: ALL

Analysis Code: ALL

English Description:

Chinese Description:

Search Reset

Stock Code	English Description	Chinese Description	Category Code	Analysis Code	Quantity				On Hand Amount \$
					Purchase	Sales	Write-Off	On Hand	
EB00001	Maths Ex Book	格仔簿	EXBK	N/A	2462.00	1941.00	1.00	520.00	583.38
FSS0303	FSS0303	FSS0303	EXBK	N/A	200.00	170.00	0.00	30.00	90.00
FSS0303	FSS0303	FSS0303	EXBK	FSS0303	2462.00	1940.00	1.00	521.00	573.36
FSS0303	FSS0303	FSS0303	EXBK	MATRI	400.00	0.00	0.00	400.00	460.00

Purchase History

4. By default, the result screen will show **Purchase History**. All the purchase history of the selected stock item will be displayed in descending order of Voucher No.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 15:40

[S-FSS09-03] FMP > Sales & Stock > Enquiry

Purchase History

Stock Enquiry Result

Stock Code	Description	Category Code	Analysis Code
EB00001	Maths Ex Book	EXBK	N/A
Total Quantity 2462.00			

Bottom

Voucher No.	Voucher Date (DD/MM/YYYY)	Location	Quantity	Unit Cost \$	Amount \$
SP102002-005	31/10/2002	N/A	500.00	1.10	550.00
SP102002-004	21/10/2002	N/A	2.00	1.10	2.20
SP102002-004	21/10/2002	N/A	300.00	1.25	375.00
SP102002-003	14/10/2002	N/A	400.00	1.15	460.00
SP102002-002	10/10/2002	N/A	260.00	1.05	273.00
SP102002-001	01/10/2002	N/A	1000.00	1.00	1000.00

Back Top

5. Users can click **Sales History** or **Write-Off History** hyperlink to view the corresponding details of the selected stock item.

Sales History

6. By clicking **Sales History** hyperlink, all the sales history of the selected stock item will be displayed in descending order of Voucher No.

The screenshot displays the WebSAMS System Version 0.9.0 (BUILD-07112002) running in Microsoft Internet Explorer. The user is logged in as 'fmpSAs' and is viewing the 'Sales History' for a selected stock item. The interface includes a navigation menu on the left with options like Home, FMP, Common Setup, and Sales & Stock. The main content area shows the 'Stock Enquiry Result' for 'Maths Ex Book' (Stock Code: EB00001, Total Quantity: 1941.00). A table titled 'Sales History' displays the following data:

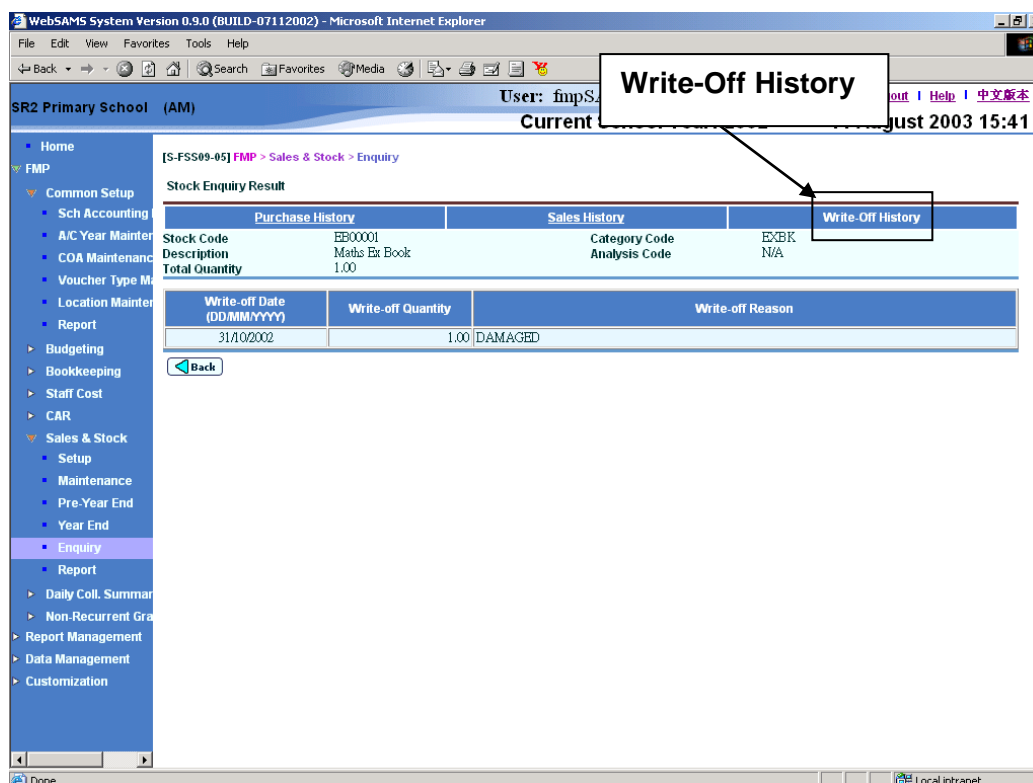
Voucher No.	Voucher Date (DD/MM/YYYY)	Location	Quantity	Unit Selling Price \$	Amount \$
SS102002-004	30/10/2002	N/A	380.00	2.00	760.00
SS102002-003	28/10/2002	N/A	1.00	2.00	2.00
SS102002-003	28/10/2002	N/A	240.00	2.00	480.00
SS102002-002	26/10/2002	N/A	620.00	2.00	1240.00
SS102002-001	12/10/2002	N/A	700.00	1.00	700.00

The interface also includes a 'Back' button and a 'Top' link. The status bar at the bottom indicates 'Done' and 'Local intranet'.

7. Users can click **Purchase History** or **Write-Off History** hyperlink to view the corresponding details of the selected stock item.

Write-Off History

8. By clicking **Write-Off History** hyperlink, all the write-off history of the selected stock item will be displayed in chronological order.



9. Users can click **Purchase History** or **Sales History** hyperlink to view the corresponding details of the selected stock item.



Post-effects

N/A



Notes

1. No modification of data is allowed.

2.6 Report

Generate Report



Function Description

This function allows users to generate reports for verification and recording purpose. Reports are grouped into different categories according to their report nature.

Users can view the reports for the following categories:

- All Categories
- Setup
- Voucher List
- Register & Others
- Pre-Year End
- Year End
- Stocktake Worksheet



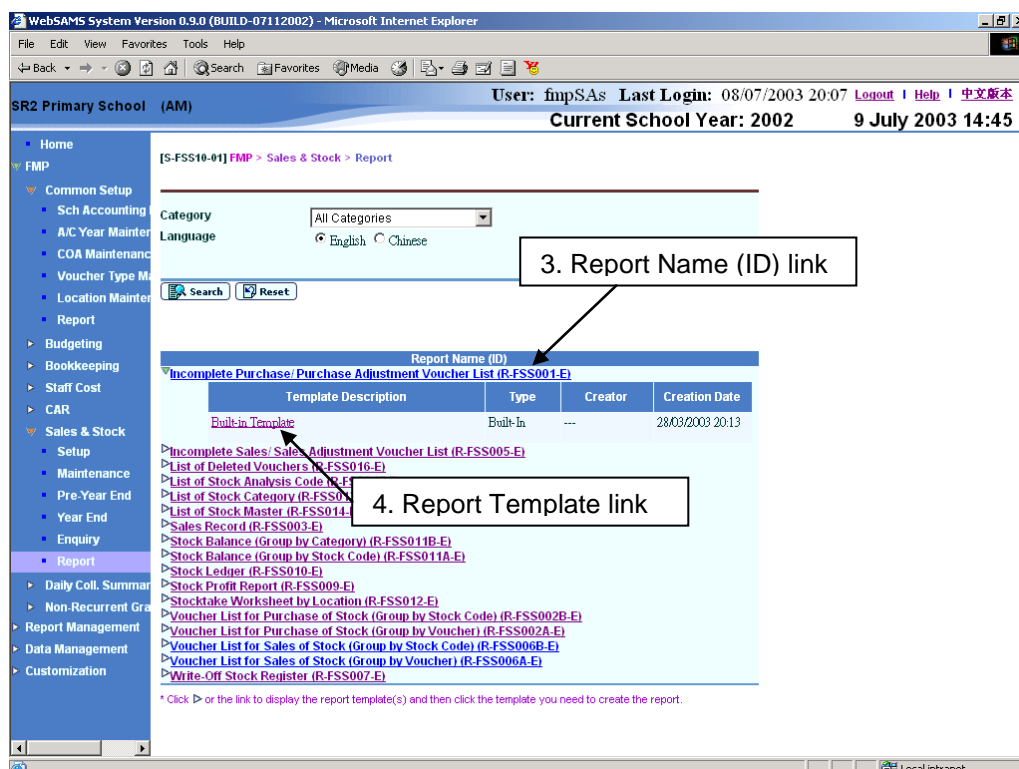
Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.

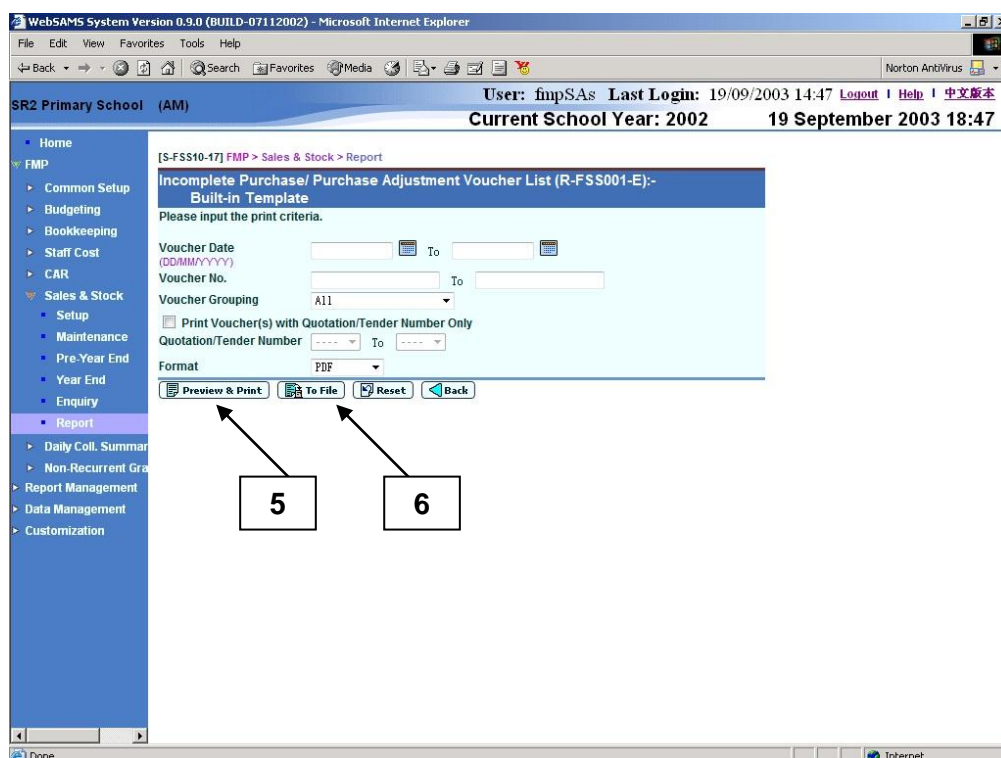


User Procedures

1. Click **[FMP] → [Sales & Stock] → [Report]** from the left menu.
2. Users can select category and language. All report under the selected category will be displayed.
3. Click on the Report Name (ID) link and list of built-in and user-defined report templates is displayed.

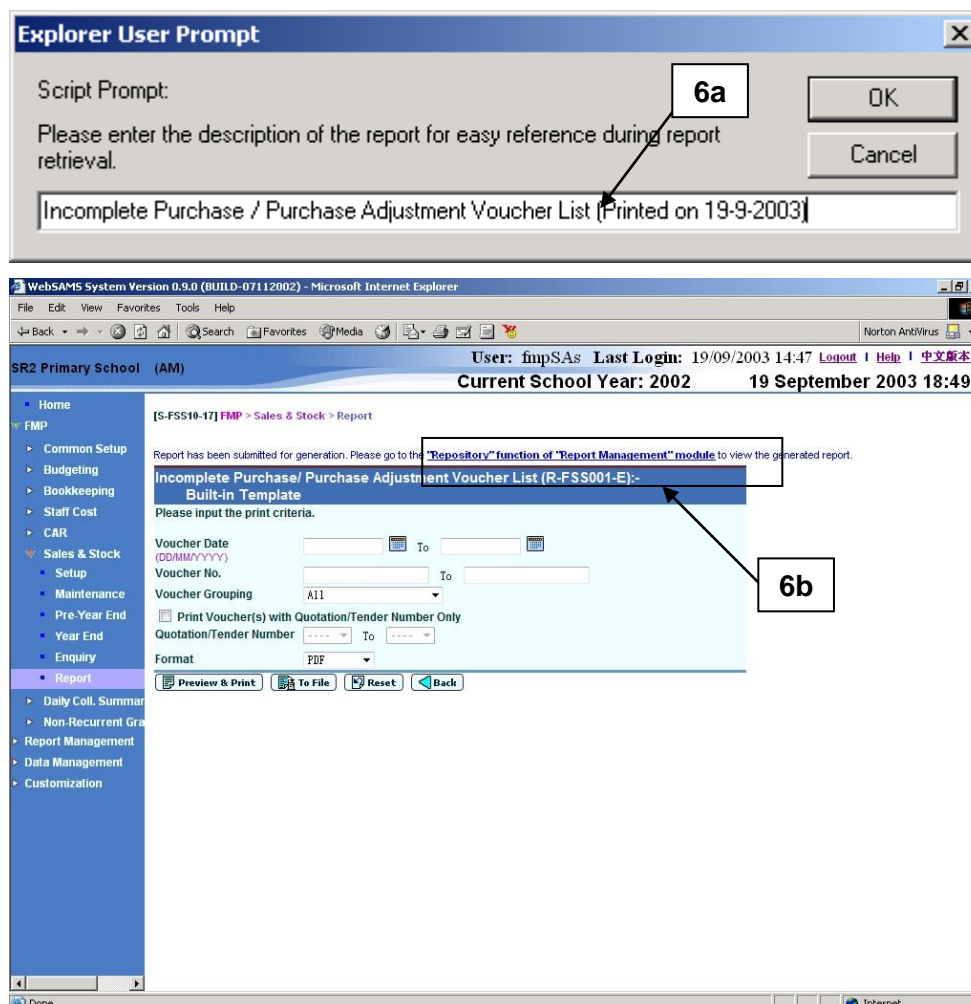


4. Click on the Report Template link to generate the report.



5. Enter the print criteria and click **[Preview & Print]** button to online generate the report. A report window will pop up. Print the report to local print queue or save to local hard disk from the pop-up window.

6. Users can choose to generate the report backend by clicking **[To File]** button.
 - (a) Users are required to fill in report description. The report will then be generated and stored in Report Management – Repository. No report window will pop up. (b) Users can click the hyperlink to go to Report Management – Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later.



Post-effects

1. The selected report is generated for users to preview in a pop-up window if **[Preview & Print]** button is clicked.
2. The selected report is generated and stored in Report Management – Repository if **[To File]** button is clicked. Users may enter the description of the report for easy reference during report retrieval in Report Management – Repository.



Notes

1. List of Sales and Stock reports are:

All Categories

- Incomplete Purchase / Purchase Adjustment Voucher List (R-FSS001-E)
- Incomplete Sales / Sales Adjustment Voucher List (R-FSS005-E)
- List of Deleted Vouchers (R-FSS016-E)
- List of Stock Analysis Code (R-FSS015-E)
- List of Stock Category (R-FSS013-E)
- List of Stock Master (R-FSS014-E)
- Sales Record (R-FSS003-E)
- Stock Balance (Group by Category) (R-FSS011B-E)
- Stock Balance (Group by Stock Code) (R-FSS011A-E)
- Stock Ledger (R-FSS010-E)
- Stock Profit Report (R-FSS009-E)
- Stocktake Worksheet by Location (R-FSS012-E)
- Voucher List for Purchase of Stock (Group by Stock Code) (R-FSS002B-E)
- Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E)
- Voucher List for Sales of Stock (Group by Stock Code) (R-FSS006B-E)
- Voucher List for Sales of Stock (Group by Voucher) (R-FSS006A-E)
- Write-Off Stock Register (R-FSS007-E)

Setup

- List of Stock Analysis Code (R-FSS015-E)
- List of Stock Category (R-FSS013-E)
- List of Stock Master (R-FSS014-E)

Voucher List

- Incomplete Purchase / Purchase Adjustment Voucher List (R-FSS001-E)
- Incomplete Sales / Sales Adjustment Voucher List (R-FSS005-E)
- List of Deleted Vouchers (R-FSS016-E)
- Voucher List for Purchase of Stock (Group by Stock Code) (R-FSS002B-E)
- Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E)
- Voucher List for Sales of Stock (Group by Stock Code) (R-FSS006B-E)
- Voucher List for Sales of Stock (Group by Voucher) (R-FSS006A-E)

Register & Others

- Sales Record (R-FSS003-E)

- Stock Balance (Group by Category) (R-FSS011B-E)
- Stock Balance (Group by Stock Code) (R-FSS011A-E)
- Stock Ledger (R-FSS010-E)
- Stock Profit Report (R-FSS009-E)
- Write-Off Stock Register (R-FSS007-E)

Pre-Year End

- Stock Balance (Group by Category) (R-FSS011B-E)
- Stock Balance (Group by Stock Code) (R-FSS011A-E)
- Stock Profit Report (R-FSS009-E)

Year End

- Stock Balance (Group by Category) (R-FSS011B-E)
- Stock Balance (Group by Stock Code) (R-FSS011A-E)
- Stock Profit Report (R-FSS009-E)

Stocktake Worksheet

- Stocktake Worksheet by Location (R-FSS012-E)

2. Different reports may have different sets of input criteria.

2.1 Incomplete Purchase / Purchase Adjustment Voucher List (R-FSS001-E)

- This function allows users to generate the Incomplete Purchase / Purchase Adjustment Voucher List (R-FSS001-E) based on the selected print criteria.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 14:47 Logout Help 中文版本

Current School Year: 2002 19 September 2003 18:47

[S-FSS10-17] FMP > Sales & Stock > Report

Incomplete Purchase/ Purchase Adjustment Voucher List (R-FSS001-E):-
Built-in Template

Please input the print criteria.

Voucher Date (DDMM/YYYY) To

Voucher No. To

Voucher Grouping All

☐ Print Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Format PDF

Preview & Print To File Reset Back

- The following print criteria can be selected from this screen to generate the report:
 - Voucher Date Range
 - Voucher No. Range
 - Voucher Grouping (All, Unclassified Voucher, Original Voucher, Adjustment Voucher)
 - Quotation/Tender Number Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can either enter Voucher Date Range or Voucher No. Range for the above print criteria.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.2 Incomplete Sales / Sales Adjustment Voucher List (R-FSS005-E)

- This function allows users to generate the Incomplete Sales / Sales Adjustment Voucher List (R-FSS005-E) based on the selected print criteria.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout Help 中文版本

Current School Year: 2002 14 August 2003 17:11

Home

FMP

Common Setup

Sch Accounting

A/C Year Maint

COA Maintenance

Voucher Type M

Location Maint

Report

Budgeting

Bookkeeping

Staff Cost

CAR

Sales & Stock

Setup

Maintenance

Pre-Year End

Year End

Enquiry

Report

Daily Coll. Summar

Non-Recurent Gra

Report Management

Data Management

Customization

[S-FSS10-05] FMP > Sales & Stock > Report

Incomplete Sales/ Sales Adjustment Voucher List (R-FSS005-E):-

Built-in Template

Please Input The Print Criteria

Voucher Date (DDMMYYYY) 01.01/2000 To 01.01/2001

Voucher No. To

Voucher Grouping ALL

Format PDF

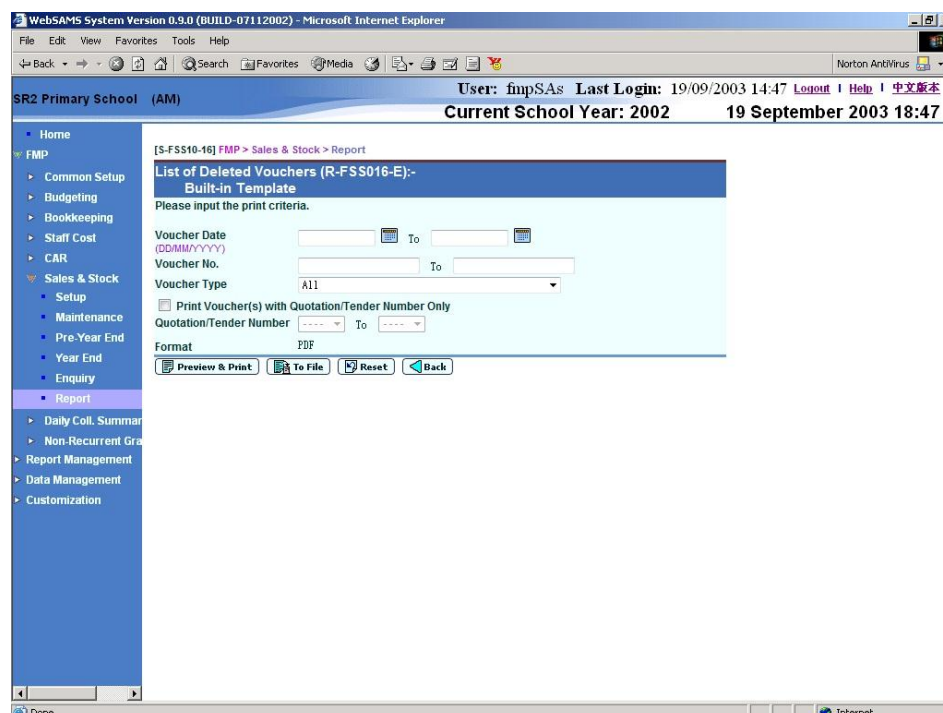
Preview & Print To File Reset Back

http://localhost:8080/jsp/fss/fssReport/RFS005.jsp# Local intranet

- The following print criteria can be selected from this screen to generate the report:
 - Voucher Date Range
 - Voucher No. Range
 - Voucher Grouping (All, Unclassified Voucher, Original Voucher, Adjustment Voucher)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can either enter Voucher Date Range or Voucher No. Range for the above print criteria.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.3 List of Deleted Vouchers (R-FSS016-E)

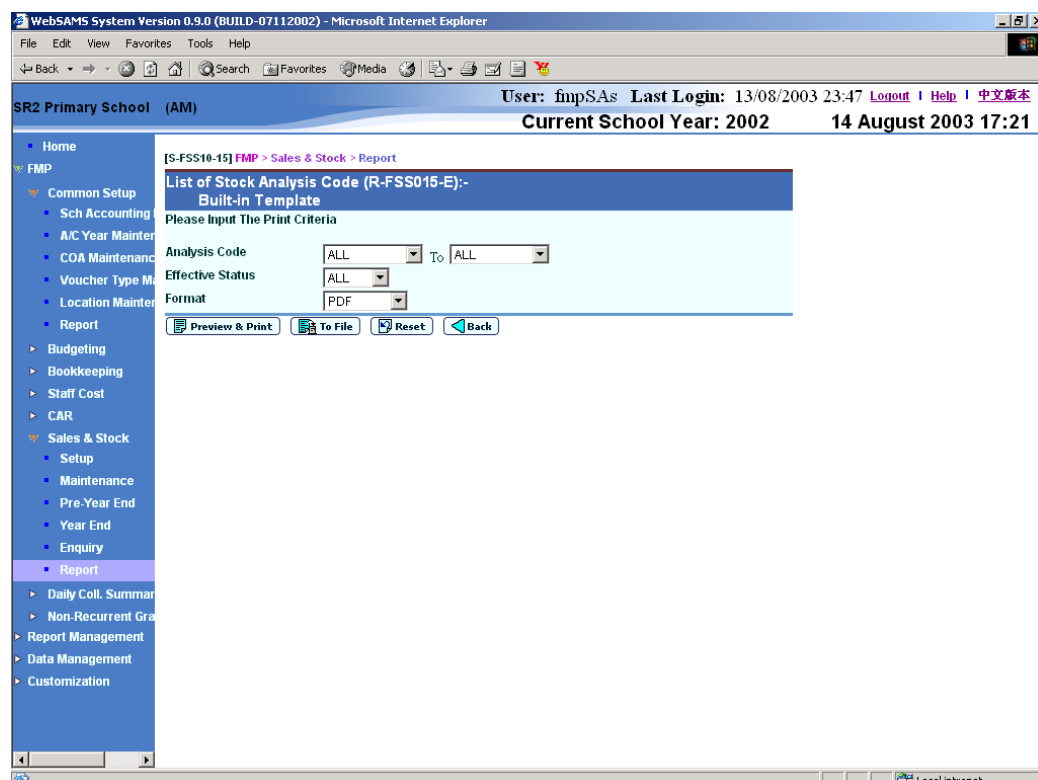
- This function allows users to generate the List of Deleted Vouchers (R-FSS016-E) based on the selected print criteria. This report can only be generated in PDF format.



- The following print criteria can be selected from this screen to generate the report:
 - Voucher Date Range
 - Voucher No. Range
 - Voucher Type (All, *All sales and stock voucher prefix will be listed in the drop-down list box*)
 - Quotation/Tender Number Range
 - Format (PDF)
- Users can either enter Voucher Date Range or Voucher No. Range for the above print criteria.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.4 List of Stock Analysis Code (R-FSS015-E)

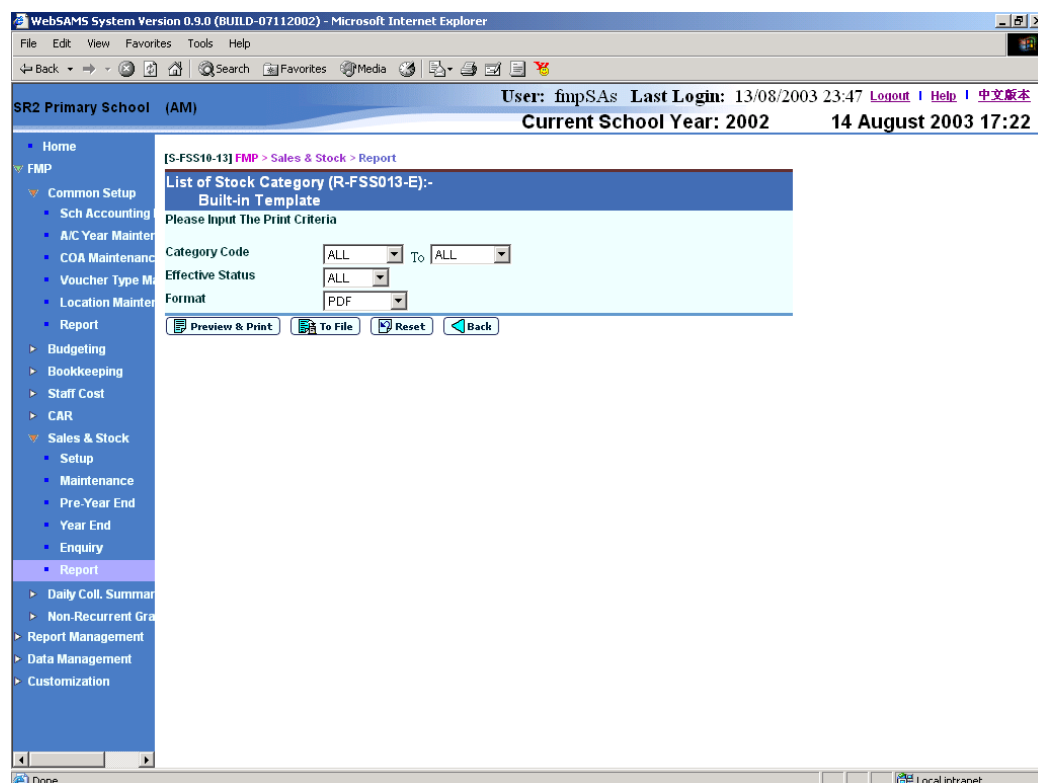
- This function allows users to generate the List of Stock Analysis Code (R-FSS015-E) based on the selected print criteria.



- The following print criteria can be selected from this screen to generate the report:
 - Analysis Code Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.5 List of Stock Category (R-FSS013-E)

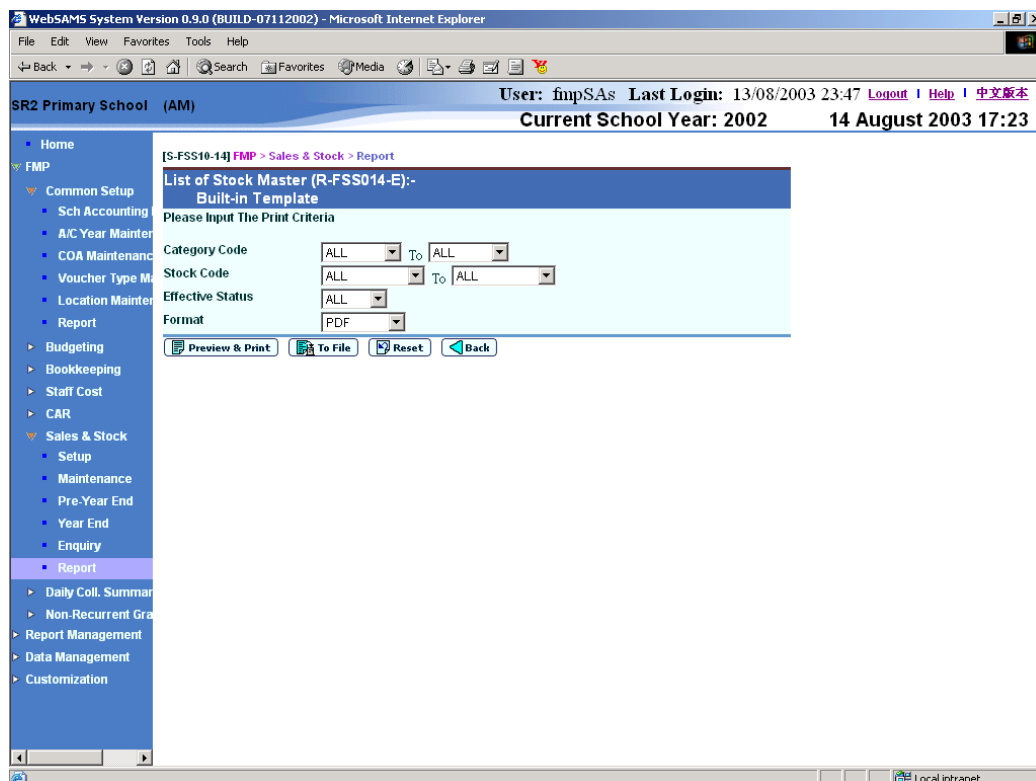
- This function allows users to generate the List of Stock Category (R-FSS013-E) based on the selected print criteria.



- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.6 List of Stock Master (R-FSS014-E)

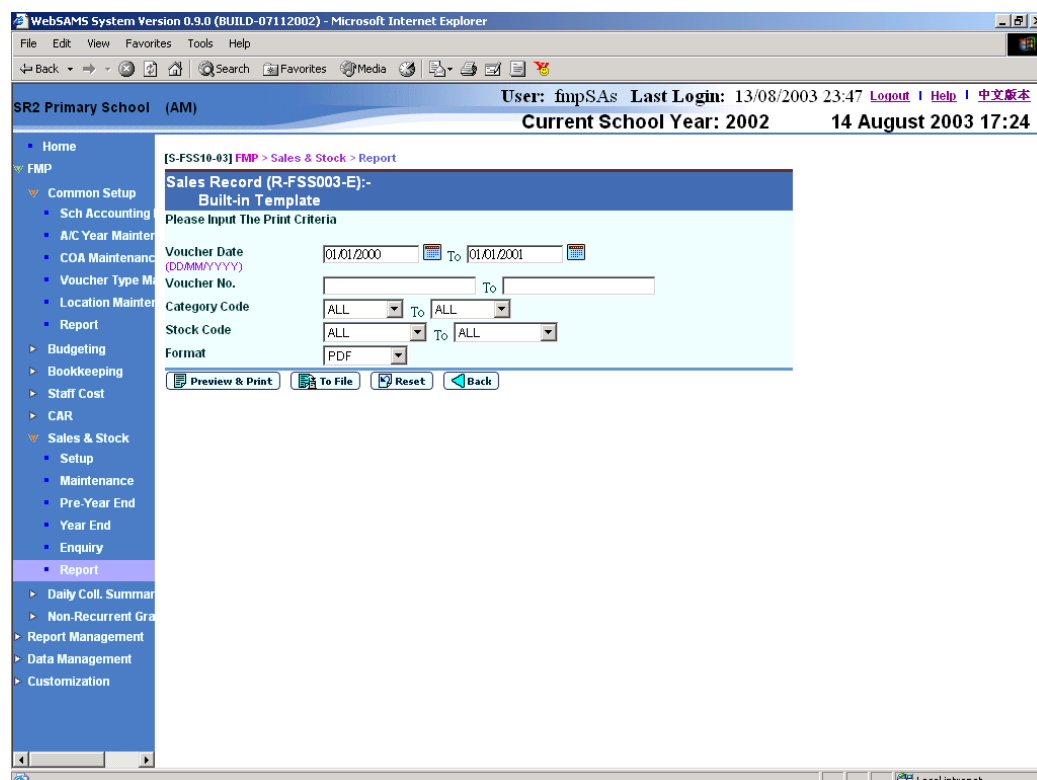
- This function allows users to generate the List of Stock Master (R-FSS014-E) based on the selected print criteria.



- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Stock Code Range
 - Effective Status (All, Active, Inactive)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.7 Sales Record (R-FSS003-E)

- This function allows users to generate the Sales Record (R-FSS003-E) based on the selected print criteria.



- The following print criteria can be selected from this screen to generate the report:
 - Voucher Date Range
 - Voucher No. Range
 - Category Code Range
 - Stock Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can either enter Voucher Date Range or Voucher No. Range for the above print criteria.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.8 Stock Balance (Group by Category) (R-FSS011B-E)

- This function allows users to generate the Stock Balance (Group by Category) (R-FSS011B-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 0.9.0 (BUILD-07112002) running in Microsoft Internet Explorer. The user is 'fnpSAs' and the last login was on 13/08/2003 at 23:47. The current school year is 2002, and the date is 14 August 2003 at 17:25. The navigation menu on the left includes options like Home, FMP, Common Setup, Budgeting, Bookkeeping, Staff Cost, CAR, Sales & Stock, and Report. The main content area displays the 'Stock Balance (Group by Category) (R-FSS011B-E)' report. Below the title, it says 'Built-in Template' and 'Please Input The Print Criteria'. There are four input fields: 'Category Code' (set to ALL), 'Stock Code' (set to ALL), 'Date (DDMM/YYYY)' (set to 01.01.2003), and 'Format' (set to PDF). At the bottom of the form are four buttons: 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Stock Code Range
 - Date
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Date is a mandatory field and it is required to be entered.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.9 Stock Balance (Group by Stock Code) (R-FSS011A-E)

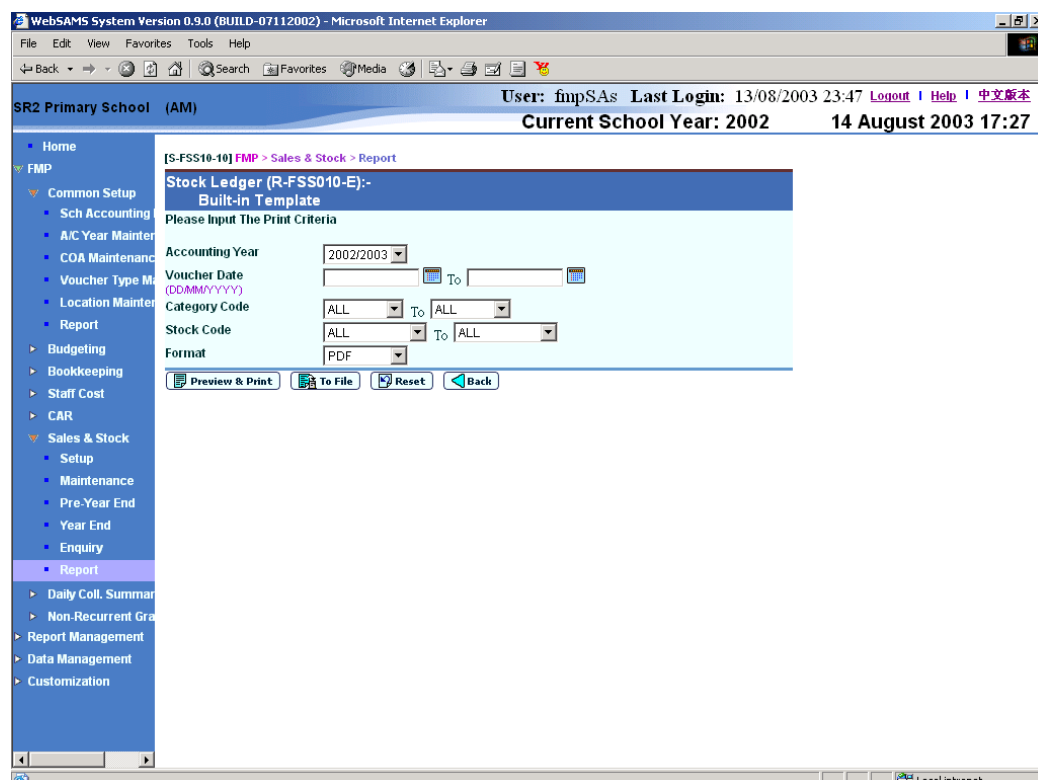
- This function allows users to generate the Stock Balance (Group by Stock Code) (R-FSS011A-E) based on the selected print criteria.

The screenshot displays the WebSAMS System Version 0.9.0 (BUILD-07112002) running in Microsoft Internet Explorer. The user is 'fnpSAs' with a last login of 13/08/2003 23:47. The current school year is 2002, and the date is 14 August 2003 17:26. The navigation menu on the left includes options like Home, FMP, Common Setup, Budgeting, Bookkeeping, Staff Cost, CAR, Sales & Stock, and Report. The main content area shows the 'Stock Balance (Group by Stock Code) (R-FSS011A-E)' report. Below the title, it says 'Built-in Template' and 'Please Input The Print Criteria'. The input fields are: Category Code (ALL), Stock Code (ALL), Date (01/01/2003), and Format (PDF). Buttons at the bottom include 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Stock Code Range
 - Date
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Date is a mandatory field and it is required to be entered.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.10 Stock Ledger (R-FSS010-E)

- This function allows users to generate the Stock Ledger (R-FSS010-E) based on the selected print criteria.



- The following print criteria can be selected from this screen to generate the report:
 - Accounting Year
 - Voucher Date Range
 - Category Code Range
 - Stock Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- If Accounting Year has been selected, it is optional for users to enter Voucher Date Range. If users select Accounting Year and do not enter Voucher Date Range, Voucher Date Range will be set from the first date of the selected accounting year to the last date of the selected accounting year.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.11 Stock Profit Report (R-FSS009-E)

- This function allows users to generate the Stock Profit Report (R-FSS009-E) based on the selected print criteria.

- The following print criteria can be selected from this screen to generate the report:
 - Accounting Year
 - Voucher Date Range
 - Category Code Range
 - Stock Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- If Accounting Year has been selected, it is optional for users to enter Voucher Date Range. If users select Accounting Year and do not enter Voucher Date Range, Voucher Date Range will be set from the first date of the selected accounting year to the last date of the selected accounting year.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.12 Stocktake Worksheet by Location (R-FSS012-E)

- This function allows users to generate the Stocktake Worksheet by Location (R-FSS012-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 0.9.0 (BUILD-07112002) running in Microsoft Internet Explorer. The user is 'fnpSAs' and the last login was on 13/08/2003 at 23:47. The current school year is 2002, and the date is 14 August 2003 at 17:30. The school is SR2 Primary School (AM).

The main content area displays the 'Stocktake Worksheet by Location (R-FSS012-E)' report. The report is titled 'Built-in Template' and asks the user to 'Please Input The Print Criteria'. The criteria are as follows:

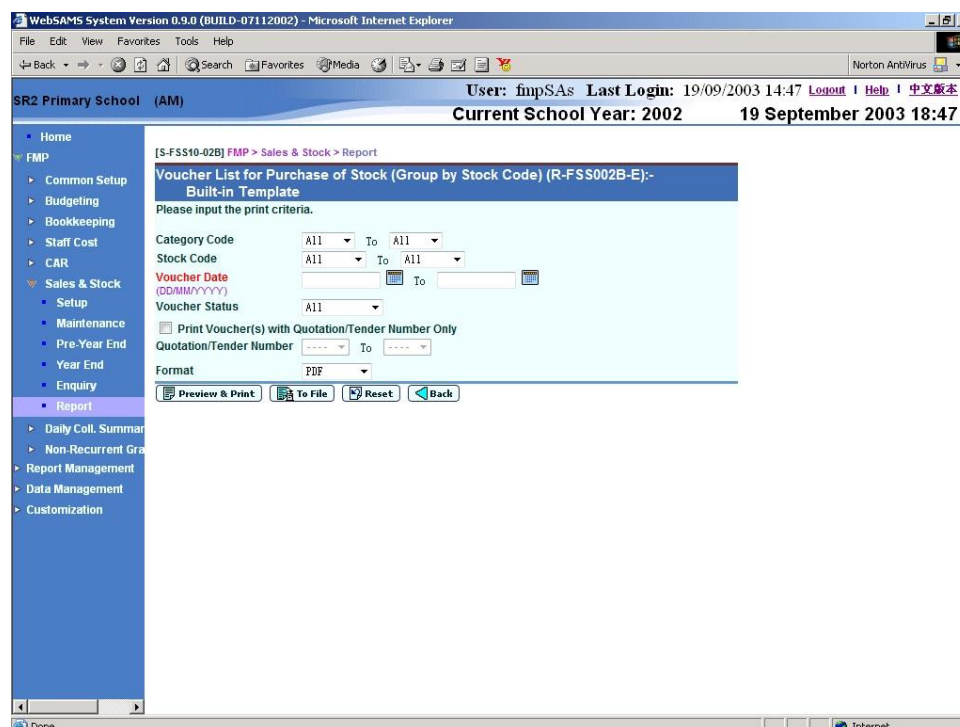
Field	Value	To	Value
Category Code	ALL		ALL
Stock Code	ALL		ALL
Location	ALL		ALL
Date (DDMM/YYYY)	01.01.2003		
Format	PDF		

At the bottom of the form, there are four buttons: 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Stock Code Range
 - Location Range
 - Date
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Date is a mandatory field and it is required to be entered.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.13 Voucher List for Purchase of Stock (Group by Stock Code) (R-FSS002B-E)

- This function allows users to generate the Voucher List for Purchase of Stock (Group by Stock Code) (R-FSS002B-E) based on the selected print criteria.



- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Stock Code Range
 - Voucher Date Range
 - Voucher Status (All, Incomplete, Completed)
 - Quotation/Tender Number Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Voucher Date Range is a mandatory field and it is required to be entered.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.14 Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E)

- This function allows users to generate the Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E) based on the selected print criteria.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 19/09/2003 14:47 Logout Help 中文版本
Current School Year: 2002 19 September 2003 18:47

[S-FSS10-02A] FMP > Sales & Stock > Report

Voucher List for Purchase of Stock (Group by Voucher) (R-FSS002A-E):-
Built-in Template

Please input the print criteria.

☒ Original Voucher Date To
(DDMMYYYY)

☐ Original Voucher No. To

☐ Adjustment Voucher No.

Voucher Status: All

☐ Print Voucher(s) with Quotation/Tender Number Only
Quotation/Tender Number To

Format: PDF

- The following print criteria can be selected from this screen to generate the report:
 - Original Voucher Date Range
 - Original Voucher No. Range
 - Adjustment Voucher No.
 - Voucher Status (All, Incomplete, Completed)
 - Quotation/Tender Number Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can either enter Original Voucher Date Range, Original Voucher No. Range or Adjustment Voucher No. for the above print criteria.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.15 Voucher List for Sales of Stock (Group by Stock Code) (R-FSS006B-E)

- This function allows users to generate the Voucher List for Sales of Stock (Group by Stock Code) (R-FSS006B-E) based on the selected print criteria.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

SR2 Primary School (AM) User: fmpSAs Last Login: 13/08/2003 23:47 Logout Help 中文版本

Current School Year: 2002 14 August 2003 17:34

[S-FSS10-06B] FMP > Sales & Stock > Report

Voucher List for Sales of Stock (Group by Stock Code) (R-FSS006B-E):-
Built-in Template

Please Input The Print Criteria

Category Code	ALL	To	ALL
Stock Code	ALL	To	ALL
Voucher Date (DDMM/YYYY)	01.01.2002	To	01.01.2003
Voucher Status	ALL		
Format	PDF		

- The following print criteria can be selected from this screen to generate the report:
 - Category Code Range
 - Stock Code Range
 - Voucher Date Range
 - Voucher Status (All, Incomplete, Completed)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Voucher Date Range is a mandatory field and it is required to be entered.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.16 Voucher List for Sales of Stock (Group by Voucher) (R-FSS006A-E)

- This function allows users to generate the Voucher List for Sales of Stock (Group by Voucher) (R-FSS006A-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 0.9.0 (BUILD-07112002) running in Microsoft Internet Explorer. The user is 'fnpSAs' with a last login of 13/08/2003 23:47. The current school year is 2002, and the date is 14 August 2003 17:37. The interface is for SR2 Primary School (AM). The left sidebar contains a navigation menu with categories like Home, FMP, Common Setup, Report, Budgeting, Bookkeeping, Staff Cost, CAR, Sales & Stock, and others. The main content area is titled '[S-FSS10-06A] FMP > Sales & Stock > Report' and 'Voucher List for Sales of Stock (Group by Voucher) (R-FSS006A-E):- Built-in Template'. It prompts the user to 'Please Input The Print Criteria' and includes fields for 'Original Voucher Date' (01/01/2002 to 01/01/2003), 'Original Voucher No.', 'Adjustment Voucher No.', 'Voucher Status' (set to ALL), and 'Format' (set to PDF). At the bottom, there are buttons for 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The following print criteria can be selected from this screen to generate the report:
 - Original Voucher Date Range
 - Original Voucher No. Range
 - Adjustment Voucher No.
 - Voucher Status (All, Incomplete, Completed)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can either enter Original Voucher Date Range, Original Voucher No. Range or Adjustment Voucher No. for the above print criteria.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.17 Write-Off Stock Register (R-FSS007-E)

- This function allows users to generate the Write-Off Stock Register (R-FSS007-E) based on the selected print criteria.

- The following print criteria can be selected from this screen to generate the report:
 - Write-off Date Range
 - Category Code Range
 - Stock Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Write-off Date Range is a mandatory field and it is required to be entered.
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
3. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.